

Annual Internal Audit Report 2022/23

Little Marlow Parish Council

<http://www.littlemarlowparishcouncil.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

23/05/2022

Name of person who carried out the internal audit

Kevin Rose - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

13/05/2023

***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:

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	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
			✓

***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:

23/05/2023

and recorded as minute reference:

2521/23/8.3.b.ii

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

Chairman

Clerk

[Handwritten signature of Chairman]
[Handwritten signature of Clerk]

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Section 2 – Accounting Statements 2022/23 for

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	99,056	157,872	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	53,851	53,851	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	103,425	47,378	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	25,551	28,838	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	72,909	67,656	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	157,872	162,607	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	155,458	160,794	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	726,331	1,541,365	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).

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

Ummy
23/05/23

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

23/05/23

as recorded in minute reference:

2521/23/8.3.b.iii

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

KAC

05/05/2023

Little Marlow Parish Council

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Balance Sheet as at 31st March 2022

31st March 2022

31st March 2023

31st March 2022		31st March 2023	
Current Assets			
2,948	Debtors	1,471	
961	Vat	2,547	
799	Prepayments	454	
47,018	Bank Current Account	52,148	
108,439	Premier Interest Account	108,645	
160,166		165,266	
160,166	Total Assets		165,266
Current Liabilities			
1,462	Creditors	887	
0	Receipts in advance	500	
832	Accruals	1,271	
2,294		2,658	
157,872	Total Assets Less Current Liabilities		162,607
Represented By			
78,530	General Reserve	81,527	
12,000	EM Reserves - Burial Ground	11,704	
1,068	EM Reserves - Playgrnd Pav Rec	1,068	
2,000	EMR - Road Safety	2,000	
27,000	EMR - CIL Replacement St Light	27,000	
6,774	EMR - CIL Pavilion Roof Paint	6,774	
17,000	EMR - Cricket Shed	17,000	
5,000	EMR - Chapel Roof	5,000	
1,000	EMR - Environmental	1,000	
5,000	EMR - Green Projects	5,000	
500	EMR - EPC Ratings	500	
2,000	EMR - Pathways C100 & Sheeprid	2,000	
0	EMR - Elections provision	1,000	
0	EMR - Signage provision	1,035	
157,872		162,607	

05/05/2023

Little Marlow Parish Council

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Balance Sheet as at 31st March 2022

31st March 2022

31st March 2023

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman

LACIS

Date : 23/05/23

Signed :
Responsible
Financial
Officer

U Munay

Date : 23/05/23

Little Marlow Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2023	Lloyds Bank	52,148.43
31/03/2023	Reserves Account	108,645.15

160,793.58

Receipts not on Bank Statement

0.00

Closing Balance

All Cash & Bank Accounts

160,793.58

1	Bank Current Account	52,148.43
3	Premier Interest Account	108,645.15
	Other Cash & Bank Balances	<u>0.00</u>
	Total Cash & Bank Balances	<u>160,793.58</u>

Little Marlow Parish Council

Income and Expenditure Account for Year Ended 31st March 2023

31st March 2022		31st March 2023
	Income Summary	
53,851	Precept	53,851
53,851	Sub Total	53,851
	Operating Income	
1,507	Administration	(138)
64,274	Grants	0
6,451	Abbotsbrook Hall	8,935
1,554	Allotments	1,481
22,630	Burial Ground	29,801
5,242	Pavilion/Recreation Ground	5,480
1,767	Devolved Services	1,820
157,276	Total Income	101,229
	Running Costs	
36,309	Administration	41,050
400	Grants	0
8,758	Abbotsbrook Hall	15,649
2,978	Allotments	1,990
16,326	Burial Ground	11,607
24,486	Pavilion/Recreation Ground	12,914
5,346	Street Lighting	9,317
3,858	Devolved Services	3,966
98,460	Total Expenditure	96,493
	General Fund Analysis	
81,387	Opening Balance	78,530
157,276	Plus : Income for Year	101,229
238,664		179,759
98,460	Less : Expenditure for Year	96,493
140,204		83,266
61,674	Transfers TO / FROM Reserves	1,739
78,530	Closing Balance	81,527

Explanation of variances – pro forma

Name of smaller authority: **Little Marlow Parish Council**

County area (local councils and parish meetings only):

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

Next, 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 £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	99,056	157,872					Explanation of % variance from PY opening balance not required - Balance brought forward agrees
2 Precept or Rates and Levies	53,851	53,851	0	0.00%	NO		
3 Total Other Receipts	103,425	47,378	-56,047	54.19%	YES		CIL Payment £64k 2021_2022
4 Staff Costs	25,651	28,838	3,287	12.86%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	72,909	67,656	-5,253	7.20%	NO		
7 Balances Carried Forward	157,872	162,607				VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
					YES		LMPc have 3 major projects planned for 2023/2024
8 Total Cash and Short Term Investments	155,458	160,794				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	726,331	1,541,365	815,034	112.21%	YES		Fixed Asset Register review; increase in insurance value; inclusion of new fixed assets
10 Total Borrowings	0		0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Little Marlow Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2023

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	157,872.01	162,607.45
101	Debtors	2,947.71	1,471.30
105	Vat	961.05	2,547.15
110	Prepayments	799.32	453.58
	Less Total Debtors	4,708.08	4,472.03
501	Creditors	1,461.67	887.26
505	Receipts in advance	0.00	500.00
510	Accruals	832.00	1,270.90
	Plus Total Creditors	2,293.67	2,658.16
	Equals Total Cash and Bank Accounts	155,457.60	160,793.58
201	Bank Current Account	47,018.20	52,148.43
203	Premier Interest Account	108,439.40	108,645.15
	Total Cash and Bank Accounts	155,457.60	160,793.58

Smaller authority name: **LITTLE MARLOW 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>1. Date of announcement <u>WEDNESDAY 24TH MAY 2023</u> (a)</p> <p>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.</p> <p>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>Parish Clerk, Little Marlow Parish Council, The Pavilion, Church Road, Little Marlow, Buckinghamshire SL7 3RS</u></p> <p>commencing on (c) <u>THURSDAY 25TH MAY 2023</u></p> <p>and ending on (d) <u>WEDNESDAY 5TH JULY 2023</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• 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. <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 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:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) Parish Clerk, Little Marlow Parish Council,</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>

Contact details

Name of smaller authority:

Little Marlow Parish Council

County Area (local councils and parish meetings only):

Buckinghamshire

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Jo Murray	Kath Acres
Address	Little Marlow Parish Council Community Offices The Pavilion Church Road Little Marlow Buckinghamshire SL7 3RS	Little Marlow Parish Council Community Offices The Pavilion Church Road Little Marlow Buckinghamshire SL7 3RS
Daytime telephone number	01628 890301	01628 890301
Mobile telephone number		
Email address	clerk@littlemarlowparishcouncil.org.uk	kathrynacres@littlemarlowparishcouncil.org.uk