

Internal Audit Report 2020 - 2021			Yes	No	Not Covered	Comments
A	Appropriate accounting records have been properly kept throughout the financial year	1) Is cash book maintained and up to date?	X			
		2) Is cash book mathematically correct?	X			
		3) Is cash book regularly balanced?	X			Monthly
B	This authority complied with its financial regulations, payments were supported by invoices all expenditure was approved and VAT was appropriately accounted for:	1) has Council formally adopted standing orders and financial regs	X			Sept. '20
		2) has responsible Financial Officer been appointed with specific duties?	X			March '21
		3) have several quotes been obtained where appropriate?	X			
		4) are payments supported by invoices, authorised and minuted?	X			
		5) has VAT on payments been correctly recorded and reclaimed?	X			
		6) is Section 137 expenditure recorded and within limits?	X			
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	1) Do minutes identify unusual activity?		X		
		2) Do minutes show Council carried out annual assessment?	X			March '21
		3) Is insurance cover appropriate and adequate?	X			3 yrs May '20

		4) Are internal financial controls documented & regularly reviewed?	X			
D	The precept or rates requirement resulted from an adequate budgetary process; progree against budget was regularly monitored; and reserves were appropriate	a) Has Council prepared annual budget in support of precept?	X			Dec. '20
		b) Is expenditure against the budget regularly reported to Council?	X			
		c) Are there any significant unexplained variances from the budget?		X		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	a) Is income properly recorded and promptly banked?	X			
		b) Does precept shown in books agree with notification from Local authority?	X			
		c) Are security controls over cash adequate?	X			
		d) Is VAT correctly reserved in books?	X			
F	Petty Cash payments were properly supported by reciepts, all petty cash expenditure was approved and VAT appropriately accounted for:	a) Is all cash spent recorded and supported by valid VAT receipts?				None held
		b) Is petty cash reimbursement carried out regularly?				
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.	a) Do salaries paid agree with those approved by Council?	X			
		b) Has PAYE/NIC been properly calculated and paid to HMRC?	X			

H	Asset and investments registers were complete and accurate and properly maintained.	a) Does the Council keep an asset register?	X			
		b) Is the register up to date?	X			Aug. '20
		c) Do asset values reflect the cost? - i.e.book value	X			
I	Period and year-end bank account reconciliations were properly carried out.	a) Is there reconciliation for each account & carried out regularly?	X			Monthly
		b) Are there unexplained balances on the reconciliation?		X		
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.	a) Are accounts prepared on correct basis & agree with books?	X			
		b) Is there an audit trail for financial records?	X			
K	Trust Funds (including charitable)- The Council met its responsibilities as a trustee.	If applicable has the PC met these requirements?	N/A			
L	Transparency Code- Has the authority met the transparency regulations:	Information to be published				
		a) all items above £100	X			
		b) end of year accounts	X			
		c) annual governance statement	X			
		d) internal audit report	X			
		e) list of Council members responsibilities	X			
		f) details of public land and building assets	X			
		g) minutes, agendas and meeting papers of formal meetings	X			

M	General comments	The Clerk runs a very tight ship and her record keeping is excellent. Any very minor discrepancies were discussed with the clerk. As always a very clear set of records.				
	Internal Auditor	Ian Wigglesworth	Date	26/05/2021		

Account Summary 2020-2021

	2020-2021	2019-2020	Difference
Receipts			
Precept	16,463.00	16,320.00	143.00
Interest	193.81	212.46	(18.65)
Vat Refund	363.89	1,683.25	(1,319.36)
Rent for Flow Meter	140.00	140.00	0.00
Western Power Distribution Wayleave Payment	25.00	-	25.00
SWARCO Charing Point Rent	833.34	-	833.34
Foss Orchard Car Park - Tickets and Season Tickets	946.37	873.55	72.82
Footpath Guides	-	5.00	(5.00)
Donation from Chideock Mini Fete	-	118.66	(118.66)
Credit -overcharge for recharge May Parish Election	-	76.75	(76.75)
Seatown Regeneration Project (Dorset Council Grant)	-	1,180.00	(1,180.00)
Dorset Council Grant held for Chideock COVID-10 Support Group	600.00	-	600.00
Total Receipts	19,565.41	20,609.67	-1,170.01
Carried forward from previous year	39,299.03	31,230.27	8,068.76
Payments	2020-2021	2019-2020	Difference
Salaries (Gross)	3,686.10	3,493.80	192.30
Councillor and Clerks Travel	10.80	91.50	(80.70)
Clerk's Office Allowance	72.00	72.00	0.00
Postage / Phone	41.34	-	41.34
Stationery	-	-	0.00
Print cartridges / printing	81.90	20.00	61.90
Training	20.00	485.00	(465.00)
Audit (Internal & External)	60.00	60.00	0.00
Insurance	529.91	485.74	44.17
Hall Hire	81.00	378.00	(297.00)
Zoom subscription (monthly)	57.56	-	57.56
Subscriptions	263.75	259.41	4.34
ROSPA Safety Inspection of Playing Field and Equipment	146.50	99.00	47.50
General Playing Field Maintenance	704.76	371.83	332.93
Clapp's Mead Grass Cutting (Play Area and Field)	1,620.00	1,030.00	590.00
Clapp's Mead Brook / Ditch Clearance	1,752.00	1,200.00	552.00
Cemetery Grass Cutting Grant	650.00	625.00	25.00
Grant to St Giles PCC for 3 Year Clock Service Contract	640.80	-	640.80
Bridport CAB Grant	200.00	200.00	0.00
Chideock News Grant	200.00	-	200.00
St John Ambulance (South West) Grant	-	75.00	(75.00)
Axe Valley Ring and Ride Grant	-	25.00	(25.00)
Bridport Leisure Centre Grant	100.00	-	100.00
Village Hall Maintenance Grant	700.00	700.00	0.00
Foss Orchard Car Park Maintenance	144.00	946.80	(802.80)
Bus Shelter Cleaning	25.00	75.00	(50.00)
Domain Name for website - renewal for 2 years	-	23.98	(23.98)
Recharge of Parish Election Cost to Dorset Council	2,088.88	594.30	1,494.58
Remembrance Day Wreath	17.50	32.00	(14.50)
Radar Key and Fob for Seatown Public Toilets	-	17.55	(17.55)
Padlock for VAS	8.99	-	8.99
Works at Seatown (Dorset Council Grant)	-	1,180.00	(1,180.00)
Dorset Council Grant held for Chideock COVID-10 Support Group	600.00	-	600.00
Total Payments	14,502.79	12,540.91	1,961.88
Balance of accounts = Income + Carried Forward - Payments	44,361.65	39,299.03	5,062.62

	2020-2021	2019-2020	Difference
Community Fund	3,666.01	3,147.19	518.82
Playing Field Depreciation Fund	1,339.85	573.97	765.88
Foss Orchard Car Park Maintenance Fund	13,840.76	11,053.28	2,787.48
Foss Orchard River Bank Fund	11,232.30	10,152.18	1,080.12
Total Reserves excluding the above	14,282.73	14,372.41	(89.68)
Total funds	44,361.65	39,299.03	5,062.62
Reserve Breakdown			
Restricted Reserves by Budget Item			
Adverts	80.00	80.00	0.00
All Weather Footpath	200.00	200.00	0.00
Mill Lane (Bridleway 18)	120.70	120.70	0.00
Training	415.00	235.00	180.00
Playing Field Maintenance	48.09	48.09	0.00
Flood / Winter Maintenance	330.01	330.01	0.00
Hall Hire	303.50	303.50	0.00
Village Clock Service Contract	218.40	649.20	(430.80)
Mower Hire	70.00	70.00	0.00
Highways Contingency	1,500.00	1,500.00	0.00
Recharge of Parish Elections	183.45	1,772.33	(1,588.88)
Fingerpost Renovations	800.00	800.00	0.00
S106 - BW20 and FP20	1,457.44	1,457.44	0.00
Devolution of Services Contingency	5,500.00	5,000.00	500.00
Insurance Excess	250.00	250.00	0.00
Clerk's Salary Contingency	1,000.00	-	1,000.00
War Memorial Maintenance	250.00	-	250.00
Total Restricted Reserve	12,726.59	12,816.27	(89.68)
General Reserve	1,556.14	1,556.14	0.00

Annual Internal Audit Report 2020/21

CHIDEOCK PARISH COUNCIL

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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.	N/A	no more held	
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

26/05/2021

Name of person who carried out the internal audit

IAN NIGEL SHORTH

Signature of person who carried out the internal audit



Date

26/05/2021

*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).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

CHIDEOCK 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	No	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.	X				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.	X				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.	X				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.	X				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.	X				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.	X				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.	X				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.	X				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.
			X		

*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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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
	X	

chideockpc.gov.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

CHIDEOCK PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	31,230	39,299	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	16,320	16,463	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,290	3,102	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	3,356	3,697	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	8,985	10,806	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	39,299	44,362	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	39,299	44,362	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	24,494	24,494	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	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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Explanation of variances – pro forma

Name of smaller authority:

Chideock

County area (local councils and parish meetings only):

Dorset Council

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:** 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

	2019/20 £	2020/21 £	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	31,230	39,299				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	16,320	16,463	143	0.88%	NO		
3 Total Other Receipts	4,290	3,102	-1,188	27.69%	YES		Interest 2020/21 - £193.81; 2019/20 - £212.46; Down £18.65 Vat Refund 2020/21 - £363.89; 2019/20 - £1,683.25; Down £319.36 Western Power Distribution Wayleave Payment 2020/21 - £25.00; 2019/20 - £0; Up £25.00 SWARCO Charing Point Rent 2020/21 - £833.34; 2019/20 - £0; Up £833.34 Foss Orchard Car Park - Tickets and Season Tickets 2020/21 - £946.37; 2019/20 - £873.55; Up £72.82 Footpath Guides 2020/21 - £0; 2019/20 - £5.00; Down £5.00 Donation from Chideock Mini Fete 2020/21 - £0; 2019/20 - £118.66; Down £118.66 Credit - overcharge for recharge May Parish Election 2020/21 - £0; 2019/20 - £76.75; Down £76.75 Seatown Regeneration Project (Dorset Council Grant) 2020/21 - £0; 2019/20 - £1,180.00; Down £1,180.00 Dorset Council Grant held for Chideock COVID-10 Support Group 2020/21 - £800.00; 2019/20 - £0; Up £800.00
4 Staff Costs	3,556	3,697	141	3.97%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	8,985	10,806	1,821	20.27%	YES		Councillor Travel 2020/21 £10.80; 2019/20 £40.55; Down £29.75 Postage / Phone 2020/21 £41.34; 2019/20 £0; Down £41.34 Print cartridges / printing 2020/21 £81.90; 2019/20 £20.00; Up £61.90 Training 2020/21 £20.00; 2019/20 £485.00; Down £465.00 Insurance 2020/21 £529.91; 2019/20 £485.74; Up £44.17 Hall Hire 2020/21 £81.00; 2019/20 £378.00; Down £297.00 Zoom subscription (monthly) 2020/21 £57.56; 2019/20 £0; Up £57.56 Subscriptions 2020/21 £263.75; 2019/20 £259.41; Up £4.34 ROSPA Safety Inspection of Playing Field and Equipment 2020/21 £146.50; 2019/20 £99.00; Up £47.50 General Playing Field Maintenance 2020/21 £704.76; 2019/20 £371.83; Up £332.93 Clapp's Mead Grass Cutting (Play Area and Field) 2020/21 £1,620.00; 2019/20 £1,030.00; Up £590.00 Clapp's Mead Brook / Ditch Clearance 2020/21 £1,752.00; 2019/20 £1,200.00; Up £552.00

						Cemetery Grass Cutting Grant 2020/21 £ 650.00; 2019/20 £625.00; Up £25.00 Grant to St Giles PCC for 3 Year Clock Service Contract 2020/21 £640.80; 2019/20 £0Up £640.80 Chideock News Grant 2020/21 £ 200.00; 2019/20 £0Up £200.00 St John Ambulance (South West) Grant2020/21 £0; 2019/20 £75.00; Down £75.00 Axe Valley Ring and Ride Grant 2020/21 £0; 2019/20 £25.00; Down £25.00 Bridport Leisure Centre Grant 2020/21 £100.00; 2019/20 £0; Up £100.00 Foss Orchard Car Park Maintenance 2020/21 £144.00; 2019/20 £946.80; Down £802.80 Bus Shelter Cleaning 2020/21 £25.00; 2019/20 £75.00; Down £50.00 Domain Name for website - renewal for 2 years2020/21 £0; 2019/20 £23.98; Down £23.98 Recharge of Parish Election Cost to Dorset Council 2020/21 £2,088.88; 2019/20 £594.30; Up £1,494.58 Remembrance Day Wreath 2020/21 £17.50; 2019/20 £32.00; Down £14.50 Radar Key and Fob for Seatown Public Toilets 2020/21 £0; 2019/20 £17.55; Down £17.55 Padlock for VAS 2020/21 £8.99; 2019/20 £0; Up £8.99 Works at Seatown (Dorset Council Grant) 2020/21 £0; 2019/20 £1,180.00; Down £1,180.00 Dorset Council Grant held for Chideock COVID-10 Support Group 2020/21 £600.00; 2019/20 £0; Up £600.00
7 Balances Carried Forward	39,299	44,362			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES
8 Total Cash and Short Term Investments	39,299	44,362				VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments	24,493	24,493	0	0.00%	NO	
10 Total Borrowings	0	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)

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **Chideock Parish Council**

County area (local councils and parish meetings only): **Dorset Council**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Sal Robinson, Clerk and Responsible Financial Officer**

Date: **08/05/2021**

	£	£
Balance per bank statements as at 31/3/2021:		
TSB Current Account	£6,861.02	
TSB Deposit Account	£38,928.84	
Bank of Ireland	£279.67	
		46,069.53
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/2021 (enter these as negative numbers)		
209	(265.99)	
210	(184.40)	
213	(200.00)	
214	(200.00)	
215	(100.00)	
216	(700.00)	
211	(47.50)	
212	(9.99)	
		-1,707.88
Add: any un-banked cash as at 31/3/2021		
		0.00
Net balances as at 31/3/2021 (Box 8)		<u>44,361.65</u>