

Annual Governance and Accountability Return 2022/23 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 2022/23

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, after 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 2023**. 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 2023**.

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 2022/23**, page 4
- **Section 1 – Annual Governance Statement 2022/23**, page 5
- **Section 2 – Accounting Statements 2022/23**, 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 2022/23 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 **£210 +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.

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.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2022/23, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2023. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2023**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)	NA	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

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.

MICHAELSTON PARISH OF 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:

£ 6318 INT £00,000

Total annual gross expenditure for the authority 2022/23:

£ 7013 INT £00,000

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

Ronan Witham

Date

03 04 2023

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

06 04 2023

Signed by Chairman

[Signature]

Date

06 04 2023

as recorded in minute reference:

Item 7C Audit

Generic email address of Authority

www.parish-council.com/michaelston

Telephone number

01208 851356

*Published web address

michaelstonparish@gmail.com WEBSITE ADDRESS

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

MICHAELSTOW PARISH COUNCIL

www.parish-council.com / michaelstow

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. No petty cash 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 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.			✓

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

15/03/23 13/04/23

Name of person who carried out the internal audit

MRS S D HACKETT

Signature of person who carried out the internal audit



Date 13/04/23

*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).

INTERNAL AUDIT REPORT 2022-23 MICHAELSTOW PARISH

1 INTRODUCTION

Dear Councillors,

As the Council's Internal Auditor I have independently carried out an examination of areas which meet the internal control objectives as listed on the Annual Internal Audit Report (AIAR), page 4 of the Annual Governance and Accounts Return (AGAR) and best practices as outlined in the Practitioners' Guide 2022 for the year ended 31st March 2023.

The audit has been carried out remotely using a risk assessment approach and examines the Council's compliance with its relevant procedures and controls through a review of these controls and by selected sampling. The AIAR internal audit report was then completed as per conclusions drawn from these findings.

2 OVERALL

The standard of administration and system of internal controls relating to the audit areas examined throughout the financial year were considered to be of a satisfactory standard and meet the needs of the Council and those best practices recommended in The Practitioners' Guide. Once again the Council will be opting for a Certificate of Exemption from External Audit as neither total receipts nor total payments exceed £25,000.

The table of findings on page 2-3 supports the above statement.

A sample review of Council meeting minutes confirmed that the Council was quorate when it met and that council decisions were recorded.

Reliance was placed on the Council's website during the audit which was found to be both informative and met transparency requirements.

The Clerk confirmed that the Council is not responsible for a trust fund.

I would like to thank the Clerk/RFO for his assistance during the internal audit process. Should the Council members have any queries with this report please do not hesitate to get in touch.

Regards,

S D Hackett

sdhaccts@icloud.com

Tel 07970 698094

Date: 12 April 2023

3 INTERNAL AUDIT DETAILED FINDINGS - MICHAELSTOW PARISH COUNCIL 2022/23

Key Control	Findings	key control objective satisfactorily achieved?
A. Appropriate accounting records have been properly kept throughout the	<p>The primary accounts record examined 1-4-22 – 31-3-23; (i.e. the excel ledger) was found to be accurate and complete providing an audit trail to council minutes and bank statements.</p> <p>The opening balance was agreed to the previous year's closing balance per the AGAR. A sample of entries within the ledger were agreed to bank statements made available; whilst testing at B & E below confirmed the accuracy of a selection of entries.</p>	Yes
B. Council complied with its financial regulations, payments were supported by invoices/vouchers, and all expenditure was approved and VAT was	<p>A sample of 8 payments were agreed between the accounts, bank statements and council minutes. They were satisfactorily traced to supporting invoices/ receipts.</p> <p>VAT was itemised within the accounts and being of an insignificant sum has yet to be claimed.</p> <p>Please note the Clerk intends to reclaim VAT reclaim for 2 years in 2023/24.</p>	Yes
C. Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<p>A Financial Risk Assessment has been carried out in March 2023 and is to be formally adopted at the Council's April 2023 meeting.</p> <p>A review of internal controls was last carried out in 2021. Financial Regulations and Standing Orders were last revisited and adopted in 2019 and 2020 respectively.</p> <p>It would now be prudent for Council to revisit these older documents and establish whether they still meet the Council's needs.</p>	Yes
D. The annual precept requirement resulted from an adequate budgetary process; and progress against the budget was regularly monitored by the	<p>The Clerk/RFO regularly prepares a financial report for each council meeting at which bank balances are reported and payments authorised. This adequately meet Council's needs; given the low volume of transactions involved. A 6 month budget monitoring report was presented to Council in November'22.</p> <p>Budget Setting 23/24 - A 6 month budget monitoring report with forecasted costs for the remaining 6 months of the year was prepared by the RFO and considered by Council when setting the precept in December 2022. The total expenditure budget was agreed and a precept of £7,500 was resolved as set at the meeting.</p> <p>Reserves – The yearend balance of £2,190 is low when compared with annual expenditure (i.e.£7,014) and reinforces the Council decision to increase the 23/24 precept to £7,500</p> <p><i>The policy with Michaelstow Parish reserve is to keep a balance of 25% of the annual income as a safety reserve; i.e. £1,580 in 22/23</i></p>	Yes

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked.	A precept receipt of £6,000, LMP £293 and CTS of £26 were agreed to supporting remittances and the MH CLG precept database.	Yes
F. Petty Cash has been properly accounted for	None held. Yes; as N/A	
G. Payroll – Approved salaries have been paid to employees and PAYE & NI requirements properly applied.	All pay calculations are processed via an external payroll service. A number of pay adjustments have occurred during the year as a result of : <ul style="list-style-type: none"> - Standing Order changes not being processed via the bank in a timely manner, and - Back pay due for 22/23 (April- Dec) per NJC agreed uplifted scales issued in Dec 2022. These were all minuted, and fully explained by the Clerk/RFO and approved by Council. No allowances were paid to councillors.	Yes
H. Asset Registers and investment registers were accurate and properly maintained.	The Asset Register as at 31 March 2023 reflects that there has been no movement in assets.	Yes
I Periodic Bank Reconciliations were properly carried out.	A year end bank reconciliation as at 31/3/2013 has been independently agreed by the Auditor. The Clerk regularly presents bank balances to Council which given the low volume of transactions meets the Council’s needs. The Clerk confirmed that bank statements are circulated amongst members and checked together with Financial statements by Cllr. Whitby (who has a background in finance and accounting).	Yes
J Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an	The 22/23 AGAR has been prepared accurately on a receipts and payments basis, agrees with the cash book; yearend bank reconciliation and fixed asset register. Sample testing supported the accuracy of the audit trail to underlying records. (See B & E above.)	Yes
K The Council appropriately certified itself as exempt from a limited assurance review by external audit in 2021/22 .	Council appropriately resolved to approve the 2021/22 Certificate of Exemption from external audit at its May 2022 meeting. It is present on the website; together with the AGAR. (Examined 15/03/23)	Yes
L The Council publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with relevant	The Council’s website was found to be both informative and meets requirements. It was relied upon in the audit process. (Examined 15/03/23)	Yes
M Council correctly provided the proper opportunity for the exercise of public rights in 22/23 in accordance with Accounts and	The appropriate Notice for the Exercise of Public Rights and associated paperwork were issued on 2/6/22 and found on the Council’s website. Appropriate notice was given. (Examined 15/03/23)	Yes
N Council has complied with the publication requirements for 2021/22	Yes, also see K and M above. Yes	
O Trust Funds trustee of a trust fund.	The Clerk confirmed that the Council is not a N/A	

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

MICHAEL STOW PARISH COUNCIL AUTHORITY

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

*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:

06 04 2023

and recorded as minute reference:

Item 7C Audit

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

Chairman



Clerk

Simon Witcham

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

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Section 2 – Accounting Statements 2022/23 for

Michaelstow Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	6128	2885	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	5000	6000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	43	319	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	5375	4996	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	2911	2017	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	2885	2191	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	2885	2190	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	2702	2702	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

[Signature]

Date

04 04 2023

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

06 04 2023

as recorded in minute reference:

Item 7C Audit

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

[Signature]

Bank reconciliation - Template

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

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

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

Financial year ending 31 March 20XX

Prepared by (Name and Role): **Simon Mitchell RFO**

Date: **04.04.23**

	£	£
Balance per bank statements as at 31/3/XX:		
account 1	2,190.0	
account 2		
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		2,190.0
Petty cash float (if applicable)	-	-
Less: any unpresented cheques as at 31/3/XX (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		-
Add: any un-banked cash as at 31/3/XX		
		-
Net balances as at 31/3/23		<u>2,190.0</u>

By completing this box, the figures will pull through to the relevant tabs of the workbook to assist you in reporting on the significant variances

	Year ending		Variance £	Variance %	Notes and guidance	Explanation required
	31-Mar-22	31-Mar-23				
1. Balances brought forward	6,128.00	2,885.00	3243	-53%	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.	
2. (+) Precept or Rates and Levies	5,000.00	6,000.00	1000	20%	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude Precept was increased by 20% due to increasing expenses	Outgoings in 2022 were £2761 more than in 2023 causing a depletion in reserves
3. (+) Total other receipts						
4. (-) Staff costs	43.00	319.00	276	642%	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	The LMP precept was not procured in 2022 but it was in
5. (-) Loan interest/capital repayments	5,375.00	4,996.00	-379	-7%	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.	No explanation required
6. (-) All other payments	2,911.00	2,017.00	-894	-31%	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	Fewer payments made to landworker due to illness
7. (=) Balances carried forward	2,885.00	2,191.00			Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	No explanation required
	Bal c/f checker	Bal c/f checker				
8. Total value of cash and short term investments	2,885.00	2,191.00			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	2,702.00	2,702.00	0	0%	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.	No explanation required
10. Total borrowings	-	-	0	0%	The outstanding capital balances as at 31 March of all loans from third parties (including PWLB). No explanation required	

TO BE SUBMITTED TO BDO LLP WITH THE ANNUAL RETURN AND SUPPORTING INFORMATION

NAME OF SMALLER AUTHORITY:	MICHAELSTOW PARISH COUNCIL
DATE INSPECTION PERIOD COMMENCED:	MONDAY 5 TH JUNE 2023
DATE INSPECTION PERIOD ENDS:	FRIDAY 14 TH JULY

Please note this information must be provided to the auditor in accordance with the Accounts and Audit Regulations 2015.

IMPORTANT TIPS

DOs

- The inspection period must be for a period of 30 (thirty) working days.
- It must include the first 10 working days of July (3 - 14 July 2023).
- The earliest the inspection period can commence is Monday 5 June ending on Friday 14 July 2023
- The latest the inspection period can commence is Monday 3 July ending on Friday 11 August 2023
- The inspection period must start the day at least the day after the notice, approved section 1 and approved section 2 are published on your website (parish meetings must publish it somewhere conspicuous).

DONTs

- The inspection period should not be commencing before the annual governance statement and accounting statements are approved
- The inspection period should not be commencing on a date on or after 4 July 2023

Dates ranges are available on the extranet under Help Documents.