

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2020
 Sherston Parish Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer D. Pees Date 11/6/2020

I confirm that these accounts are approved by the Council and recorded as council minute reference 05-06-2020 Dated 11/6/2020

Signed on behalf of the above Council (Chair) Date 11/6/2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1 Balances brought forward	311,235	304,893	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2 Annual Precept	31,473	34,825	Total amount of Precept income received in the year
3 Total other receipts	106,294	48,190	Total income or receipts as recorded in the cashbook minus the Precept
4 Staff costs	13,763	12,493	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5 Loan interest/Capital repayments	11,982	11,982	Total expenditure or payments of capital and interest made during the year on borrowings
6 Total other payments	118,364	247,707	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7 Balances carried forward	304,893	115,726	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total Cash & Investments	289,667	108,904	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9 Total Fixed Assets	622,108	786,106	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10 Total Borrowings	235,852	233,720.71	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Sherston Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2019	Santander Current A/c	12,663.38	
01/10/2019	Santander Deposit A/c	97,120.01	
16/09/2019	Natwest	0.00	
			109,783.39

Other Cash & Bank Balances

0.00

109,783.39

Unpresented Payments

878.98

108,904.41

Receipts not on Bank Statement

0.00

108,904.41

Closing Balance

All Cash & Bank Accounts

1	Current Bank A/c	11,784.40	
2	Santander Deposit Account	97,120.01	
3	Natwest	0.00	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		108,904.41

Sherston Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2020

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	304,892.82	115,725.91
105	VAT Control A/c	19,369.22	6,821.50
	Less Total Debtors	19,369.22	6,821.50
510	Accruals	4,143.11	0.00
	Plus Total Creditors	4,143.11	0.00
	Equals Total Cash and Bank Accounts	289,666.71	108,904.41
200	Current Bank A/c	6,329.72	11,784.40
210	Santander Deposit Account	96,916.53	97,120.01
240	Natwest	186,420.46	0.00
	Total Cash and Bank Accounts	289,666.71	108,904.41

Date: 03/04/2020

UAAPI DONNA

Time: 14:43

Bank Reconciliation Statement as at 31/03/2020
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander Current A/c	31/03/2019		12,663.38
			<u>12,663.38</u>
<u>Unpresented Cheques (Minus)</u>			
		<u>Amount</u>	
13/02/2020 23175 Village Hall		48.00	
12/03/2020 23178 Patrick Cooper		57.60	
12/03/2020 23182 Complete Product Company		743.38	
12/03/2020 23183 The British		30.00	
			<u>878.98</u>
			11,784.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			11,784.40
		Balance per Cash Book is :-	11,784.40
		Difference is :-	0.00

Explanation of variances – pro forma

Name of smaller authority

Sherston Parish Council

County area local council and

(£2021 financial year)

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);
- 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).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERRWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	311,235	304,893					
2 Precept or Rates and Levies	31,473	34,825	3,352	10.65%	NO		
3 Total Other Receipts	106,294	48,190	-58,104	54.66%	YES	Grant received £170,000 and transfer from EMR	
4 Staff Costs	13,763	12,493	-1,270	9.23%	NO		
5 Loan Interest/Capital Repayment	11,982	11,982	0	0.00%	NO		
6 All Other Payments	118,364	247,707	129,343	109.28%	YES	large capital project of preschool £211,071	
7 Balances Carried Forward	304,893	115,726					
8 Total Cash and Short Term Investments	289,667	108,904					
9 Total Fixed Assets plus Other Long Term Investments and	622,108	786,106	163,998	26.36%	YES	Preschool building £164,000	
10 Total Borrowings	235,852	233,730	-2,122	0.90%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

VARIANCE EXPLANATION NOT REQUIRED
EXPLANATION REQUIRED ON RESERVES TAB AS
TO WHY CARRY FORWARD RESERVES ARE
GREATER THAN TWICE INCOME FROM LOCAL
TAXATION/LEVIES

VARIANCE EXPLANATION NOT REQUIRED

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:2019/20

	£	£	£
Earmarked reserves:			
Reserve 1	34,866		General reserves
Reserve 2	1,335,00		Heroes for all
Reserve 3	72000		Sosic advance rent
Reserve 4	7526		North Legacy
Reserve 5			
Reserve 6			
Reserve 7			
		<u>115727</u>	
General reserve		<u>0</u>	
Total reserves (must agree to Box 7)			<u><u>115727</u></u>

Contact details

Name Donna Ford of smaller authority Sherston Parish Council

County Area (local councils and parish meetings only): Wiltshire

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

	Clerk/RFO (Main contact)	Chair
Name	Donna Ford	John Matthews
Address	PO Box 1959 Yate Bristol BS370DJ	
Daytime telephone number	07790883503	01666840257
Mobile telephone number	07790883503	
Email address	clerk@sherston.org.uk	office@pinkneypark.co.uk

**INDEPENDENT INTERNAL AUDITOR'S REPORT TO THE MEMBERS OF
SHERSTON PARISH COUNCIL
YEAR ENDED 31ST MARCH 2020**

I have examined the Council's records in the areas delineated in the attached schedule and made enquiries as deemed appropriate.

In my opinion the systems of internal controls is adequate for the purpose intended and there are no matters to be brought to your attention.

**Iain Selkirk FCA
Appointed Independent Internal Auditor**

10.06.20

AUDITORS REPORT TO THE MEMBERS OF:-

Y
N SHERSTON PARISH COUNCIL

COMMENTS

	N/A	
1 a	Y	Is the cashbook maintained and up to date
b	Y	Is the cashbook arithmetic correct
c	Y	Is the cashbook regularly balanced and reconciled to the bank
2 a	Y	Have Standing Orders and Financial Regulations been formally adopted
b	Y	Are Standing Orders and Financial Regulations regularly reviewed
c	Y	Has an RFO been appointed with specific duties
d	Y	Have items or services above a de minimis amount been competitively purchased
e	Y	Has the Clerk authority to spend in emergencies
		From what level are quotes required
		From what level are tenders required
3 a	Y	Are payments in the cashbook supported by invoices, authorised and minuted
b	Y	Has VAT on payments been identified, recorded and reclaimed
c	Y	Is S137 expenditure separately recorded and within statutory limits
d	Y	Is S137 expenditure separately minuted as such
e	Y	Is the signing authority two or more councillors
f	Y	Is the Clerk a signatory
g	Y	Are the counterfoils initialed by the signatories
h	Y	Are invoices vouched to payments
4 a	Y	Is there a procedure in place for the regular audit of internal controls
b	Y	Has a member of the Committee been appointed internal internal auditor
c	Y	Does he have a specific programme and does he report to meetings
5 a	N	Does scanning of the minutes identify any unusual activity
b	Y	Is the annual risk assessment minuted
c	Y	Is insurance cover appropriate and adequate
d	Y	Are internal financial controls documented and regularly reviewed.
6 a	Y	Has the Council prepared an annual budget in support of its precept
b	Y	Is actual expenditure against budget regularly reported to the Council
c	N	Are there any significant unexplained variances from budget

Up to £100
over £1,000
large jobs

- 7 a Y Is income properly recorded and banked as promptly as possible
- b Y Does the precept recorded in the cash book agree to the District Councils notification
- c N/A Where income is raised by rental or lettings has the VAT position been clarified
- d N/A Are security controls over cash adequate and effective
- 8 a N/A Is petty cash spent recorded and supported by VAT invoices/receipts
- b N/A Is petty cash expenditure reported to each Council meeting
- c Y Is petty cash expenditure reimbursed regularly
- d Y Or does the Clerk present petty cash with her expenses supported by VAT invoices/receipts
- 9 a Y Do salaries paid agree to with those approved by the Council
- b Y Has PAYE/NIC been properly operated by the Council as employer
- c Y Are other payments to the Clerk and staff reasonable and approved by the Council
- d N/A Where PAYE/NIC is not operated due to the low salary level has HMRC been informed
- 10 a Y Does the Council maintain an Asset Register of all material assets owned
- b Y Is the Register up to date
- c Y Do the values agree to insurance valuations
- d N/A Are movements in Treasury Deposits accurately recorded
- 11 a Y Is each bank account reconciled on a regular basis
- b N Are there any unexplained balancing entries in any reconciliation
- 12 a Y Are accounts prepared on the correct accounting basis
- b Y Do the accounts reflect the cashbook entries
- c Y Is there an audit trail from the underlying financial records to the accounts
- d Y Where appropriate have debtors and creditors been properly recorded
- 13 a Y Are minutes signed, initialled and pages sequentially numbered
- 14 a N/A Do Burial receipts agree to the attendant Burial records
- b N/A Are rights or permissions properly recorded
- 15 a N/A Any evidence of fraudulent activity should be brought to the attention of the Chairman

REVIEWED ANNUALLY