

Annual Governance and Accountability Return 2023/24 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 2023/24

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 2024**. 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:
 - c) **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - d) **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - e) **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 2024**.

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 2023/24**, page 4
- **Section 1 – Annual Governance Statement 2023/24**, page 5
- **Section 2 – Accounting Statements 2023/24**, 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 2023/24 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) 2023/24, 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 2024. 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 2024**. 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 Chair, 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 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- 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 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes 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 Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2024 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>)		✓

***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 2023/24 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 2024, 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 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

BURGHWALLS PARISH COUNCIL

certifies that during the financial year 2023/24, 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 2023/24:

8,985

Total annual gross expenditure for the authority 2023/24:

8,306

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:

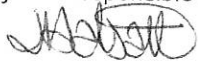
- The authority was in existence on 1st April 2020
- In relation to the preceding financial year (2022/23), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to 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 2024.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

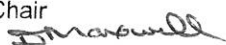


Date

16-04-2024

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

Signed by Chair



Date

16-04-2024

as recorded in minute reference:

04/04/24

Generic email address of Authority

clenburghwalliscouncil@talktalk.net

Telephone number

07808104725

*Published web address

WWW.Burghwallis.org-net

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 2024. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2023/24

BURGH WALLIS PARISH COUNCIL

During the financial year ended 31 March 2024, 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 2023/24 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
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 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>	✓		
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 <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
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

08/05/2024

Name of person who carried out the internal audit

MR. ANDREW BOSMANS BA (HONS)

Signature of person who carried out the internal audit

Date 08/05/2024

*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 2023/24

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 2024, 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"/>	<input 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"/>	<input 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"/>	<input 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"/>	<input 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"/>	<input 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"/>	<input 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"/>	<input 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"/>	<input 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
	<input type="checkbox"/>	<input type="checkbox"/>	<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:

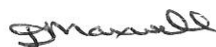
16-04-2024

and recorded as minute reference:

04/0424

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

Chair



Clerk



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

www.Burghwallis.org.uk

Section 2 – Accounting Statements 2023/24 for

BURGHWALLS PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1122	485	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. 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	5500	6600	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	924	2385	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	2374	2493	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	4687	5813	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	485	1164	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	485	1164	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	26,971	26,971	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	NIL	NIL	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 exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

16-04-2024

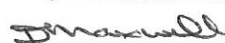
I confirm that these Accounting Statements were approved by this authority on this date:

16/04/2024

as recorded in minute reference:

04/04/24

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



BURGHWALLIS PARISH COUNCIL

SUMMARY RECIEPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31/03/24

2022/2023	<u>RECIEPTS</u>	2023/2024
£ 5,500.00	Precept	£ 6,600.00
	DMBC Funding (Precept)	
	Interest	£ 2,041.67
£ 922.99	Other	£ 342.91
<u>£ 6,422.99</u>	Total receipts	<u>£ 8,984.58</u>
	<u>PAYMENTS</u>	
£2,374.39	Salaries	£ 2,492.80
£1,213.81	Administration	£ 1,609.82
£125.00	S137 Payments (Donations)	£ 557.65
£ 1,402.79	Other	£ 2,845.56
£ 1,234.00	Playingfield	£ 800.00
£ 709.75	Poors Field	
<u>£7,059.74</u>	Total Payments	<u>£ 8,305.83</u>
<u>SUMMARY</u>		
	Balance B/F 1/4/23	£ 485.26
	Add/Less NETT Exp	£ 678.75
	Balance C/F 31/3/2024	<u>£ 1,164.01</u>
<u>REPRESENTED BY</u>		
	Current Acc at 31/3/24	£ 1,164.01
		£ -
	TOTAL	<u>£ 1,164.01</u>
	Less Unpresented Chqs	
	BALANCE	<u>£ 1,164.01</u>
		£ -

Explanation of variances

BURGHWALLIS PARISH COUNCIL

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2022/23 £	2023/24 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 <i>Precept or Rates and Levies</i>	5,500	6,600	1,100	20	Increase in Precept
Box 3 <i>Total other receipts</i>	922	2,385	1,463		Insurance claim - War Memorial Wall repairs
Box 4 <i>Staff costs</i>	2,274	2,493	219		YLCA Payrise
Box 5 <i>Loan interest/ capital repayments</i>	0	0	0	0	
Box 6 <i>All other payments</i>	4,687	5,813	1,126		War Memorial Wall repairs
Box 9 <i>Total fixed assets & long term investments & assets</i>	26,971	26,971	0		
Box 10 <i>Total borrowings</i>					
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:				



Burghwallis Parish Council Accounts 2023/24

Receipts and Payments for the year ending 31st March 2024

Date	Item	Details	Cheq.no	Credit	Debit	Balance	VAT
01/04/2023	Opening balance					£ 535.26	
01.04.23	DMBC	Website Chq 400418 2022-23		£ 3,300.00	£ 50.00	£ 485.26	
18.04.23	Flamakers	Precept				£ 3,785.26	
	YLCA	Kings Coronation Flag				£ 3,709.70	12.59
	DM Payroll	Annual chgs			£ 75.56	£ 3,574.70	
	BHIB	Annual chgs			£ 135.00	£ 3,474.70	
	Playingfield	Annual Insurance			£ 100.00	£ 3,474.70	
	VAT	Transfer			£ 590.77	£ 2,883.93	
30.05.23	YLCA	Refund		£ 207.91	£ 300.00	£ 2,583.93	
	Aviva Claims	Annual Fee				£ 2,791.84	Statement 287
	Mr Bosmans	War Memorial Claim				£ 2,656.84	
	J Halsall	Internal Audit		£ 2,041.67		£ 4,698.51	Statement 288
	HMR&C	Clerk Salary April, May & June			£ 65.00	£ 4,633.51	
	J Halsall	Clerk Salary April, May & June			£ 450.40	£ 4,183.11	
	BHIB	Clerk Salary April, May & June			£ 96.80	£ 4,086.31	
	JE Richards	Postage			£ 11.95	£ 4,074.36	
20.06.23	J Halsall	Annual Insurance			£ 23.53	£ 4,050.83	
	Playingfield	War Memorial Repairs			£ 2,600.00	£ 1,450.83	Statement 289
11.07.23	YLCA	Postage			£ 12.34	£ 1,438.49	
	J Halsall	Transfer			£ 300.00	£ 1,138.49	
22.08.23	HMR&C	Annual Fee		£ 135.00		£ 1,273.49	Statement 290
01.10.23	DMBC	Clerk Salary July, Aug & Sept			£ 450.20	£ 823.29	Statement 291
	Crown Garden Centre	Clerk Salary July, Aug & Sept			£ 97.00	£ 726.29	
	ICO	Precept		£ 3,300.00		£ 4,026.29	Statement 292
03.11.23	TSO Host	Training			£ 66.80	£ 3,959.49	
	J Halsall	Christmas Tree			£ 170.00	£ 3,789.49	28-33 Statement 293
	HMR&C	Data Protection			£ 35.00	£ 3,754.49	Statement 294
	YLCA	Website fee			£ 9.54	£ 3,744.95	1.59
	Burgwallis Pub	Clerk Salary Oct, Nov & Dec			£ 587.60	£ 3,157.35	
	British Legion	Clerk Salary Oct, Nov & Dec			£ 127.40	£ 3,029.95	
12.12.23	Playingfield	Training			£ 33.40	£ 2,996.55	
	ParaV Group	Christmas Lunch			£ 432.65	£ 2,563.90	
	J Halsall	Wreath			£ 25.00	£ 2,538.90	Statement 295
05.03.24	HMR&C	Transfer			£ 200.00	£ 2,338.90	Statement 296
	Campsall PCC	Website fee			£ 360.00	£ 1,978.90	
		Clerk Salary Jan, Feb & March			£ 562.60	£ 1,416.30	
		Clerk Salary Jan, Feb & March			£ 120.80	£ 1,295.50	
		Postage			£ 31.49	£ 1,264.01	
		Church Magazine Donation			£ 100.00	£ 1,164.01	
				£ 8,984.58	£ 8,305.83	£ 507.51	

£535.26

BURGHWALLIS PARISH COUNCIL
PROPOSED BUDGET 2023-24

	budget (£)	Actual (£) to date	
<u>EXPENDITURE</u>			
Administration (Clerk's Salary & Expenses)	2,300.00	£	2,492.80
Stationery	50.00	£	55.78
Insurance policy	600.00	£	614.30
Data Protection Fee	35.00	£	35.00
Play area: Equipment maintenance	250.00		
Election fees and charges			
Play area: Grass cutting	1,000.00	£	800.00
Hire of hall: Meetings & community events	100.00		
Christmas Tree	350.00	£	170.00
Training	300.00	£	100.20
Contribution towards community website	400.00	£	369.54
Payroll Services	100.00	£	100.00
Memberships: YLCA	130.00	£	270.00
Internal Auditor's expenses	85.00	£	65.00
Projects	650.00	£	75.56
Donations	400.00	£	557.65
War Memorial Repairs		£	2,600.00
	-		
Total Estimated Expenditure	6,750.00		8,305.83
<u>INCOME</u>			
2023/24 Precept	6,600.00	£	6,600.00
VAT Estimated refund	150.00	£	207.91
Insurance Claim		£	2,041.67
YLCA Refunded		£	135.00
Total Estimated Income	6,750.00		8,984.58

A

INTERNAL AUDIT SERVICE FOR BURGHWALLIS PARISH COUNCIL

AUDIT PROGRAMME – PERIOD ENDING : 31 MARCH 2024

I certify that I have carried out the tests detailed below in accordance with the suggested approach contained in the 2011 edition of "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide".

Signed:  Date: 8 / 5 / 2024

Name & qualifications: MR. ANDREW BOSMANS BA (HONS)

1 Internal Control	2 Tests	3 Initial Yes	4 Initial No	5 Comments-date checked
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?	<input checked="" type="checkbox"/>		
Proper bookkeeping	Is the cashbook maintained and up to date?	<input checked="" type="checkbox"/>		
	Is the cashbook arithmetically correct?	<input checked="" type="checkbox"/>		
	Is the cashbook regularly balanced?	<input checked="" type="checkbox"/>		MONTHLY
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?	<input checked="" type="checkbox"/>		
	Has a Responsible Financial Officer been appointed?	<input checked="" type="checkbox"/>		
	Have items or services above a de minimis amount been competitively purchased?	<input checked="" type="checkbox"/>		
	Are payments in the cashbook supported by invoices and have they been authorised and minuted?	<input checked="" type="checkbox"/>		
	Has VAT on payments been identified, recorded, and reclaimed?	<input checked="" type="checkbox"/>		CLAIMED
	Is Section 137 expenditure separately recorded and within statutory limits?	<input checked="" type="checkbox"/>		NONE IDENTIFIED
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?		<input checked="" type="checkbox"/>	

INTERNAL AUDIT SERVICE FOR BURGHWALLIS PARISH COUNCIL

1 Internal Control	2 Tests	3 Initial Yes	4 Initial No	5 Comments-date checked
Risk Management Arrangements (contd)	Do the minutes record the Council carrying out an annual risk assessment?	<input checked="" type="checkbox"/>		
	Is insurance cover appropriate and adequate?	<input checked="" type="checkbox"/>		SEEN DOCUMENT
	Are internal financial controls documented and regularly reviewed?	<input checked="" type="checkbox"/>		
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?	<input checked="" type="checkbox"/>		
	Is actual expenditure against the budget regularly reported to Council?	<input checked="" type="checkbox"/>		
	Are any significant variances from budget explained?	<input checked="" type="checkbox"/>		
Income Controls	Is income properly recorded and promptly banked?	<input checked="" type="checkbox"/>		
	Does the precept recorded in the cashbook agree to the Council Tax Authority's notification?	<input checked="" type="checkbox"/>		RECOMMEND FURTHER PRECEPT INCREASE 2025-26
	Are security controls over cash adequate and effective?	<input checked="" type="checkbox"/>		
Petty Cash Procedures	Is petty cash spent recorded, and supported by receipts?	}		NO PETTY CASH
	Is petty cash expenditure reported to each Council Meeting?			NOT APPLICABLE
	Is petty cash reimbursement carried out regularly?			
Payroll Controls	Do salaries paid agree with those approved by Council?	<input checked="" type="checkbox"/>		CONSISTENT
	Are any other payments to the Clerk/other staff reasonable and approved by Council?	<input checked="" type="checkbox"/>		

INTERNAL AUDIT SERVICE FOR BURGHWALLIS PARISH COUNCIL

1 Internal Control	2 Tests	3 Initial Yes	4 Initial No	5 Comments-date checked
Payroll Controls (contd)	Has PAYE/NIC been properly operated by the Council as an employer?	<i>d</i>		
Assets Controls	Do all employees have contracts of employment with clear terms + conditions?	<i>d</i>		
	Does the Council keep an Assets Register of all material assets owned?	<i>d</i>		
	Are the Assets & Investments Register up to date?	<i>d</i>		
	Do asset insurance valuations agree with those in the Asset Register?	<i>d</i>		
Bank Reconciliation	Is there bank reconciliation for each bank account?	<i>d</i>		
	Is the bank reconciliation carried out regularly on the receipt of statements?	<i>d</i>		
	Are there any unexplained balancing entries in any reconciliation?		<i>d</i>	
	Is the value of investments summarised on the reconciliation?	<i>d</i>		
Year-End Procedures	Are year-end accounts prepared on the correct accounting basis?	<i>d</i>		
	Do accounts agree with the cashbook?	<i>d</i>		
	Is there an audit trail from underlying financial records to the accounts?	<i>d</i>		
	Where appropriate, have debtors and creditors been properly recorded?			NOT APPLICABLE

EASY TO FOLLOW AUDIT TRAIL - ON THE BASIS OF THE INFORMATION PROVIDED THERE ARE NO PROBLEMS.

