

**OLD STRATFORD PARISH COUNCIL - Annual Return Trial Balance
For the Year Ending 31st March 2022**

INCOME

Precept	£ 55,000.00
General Income	£ 5,425.33
Bank Interest	£ 5.50
Invest Interest on CSums	£ 1,340.00
OSIB	£ 1,830.00
Mowing Grant	£ 712.61
Memorial Hall	£ 3,685.00
VAT	£ 4,774.94
	<u>£ 72,773.38</u>

EXPENDITURE

Staff Costs	£ 12,680.00
General Admin	£ 9,467.03
General Mowing	£ 6,290.35
Playing Field	£ 2,505.10
Public Lighting	£ 9,359.40
Section 137	£ 3,156.00
Other Payments	£ 10,270.50
Memorial Hall	£ 5,268.66
VAT	£ 4,004.13
	<u>£ 63,001.17</u>

Carried Over	£ 155,884.52
Income	£ 72,773.38
	<u>£ 228,657.90</u>
Expenditure	£ 63,001.17
	<u>£ 165,656.73</u>

Bank Reconciliation

12m FT Deposit a/c	£ 100,000.00
Treasurers a/c	£ 6,717.82
Bus Reserve	£ 58,938.91
Unpresented cheque	£ -
	<u>£ 165,656.73</u>

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

OLD STRATFORD

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 2022, 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.	✓			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.	✓			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.	✓			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.		✓		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.	✓			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.	✓			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.	✓			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.	✓			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.
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

10/5/22

and recorded as minute reference:

14 (d)

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

Chairman



Clerk



www. oldstratford.org.uk

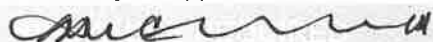
Section 2 – Accounting Statements 2021/22 for

OLD STRATFORD

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	154479	155885	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	54120	55000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	9944	17773	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	12480	12680	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	50178	50321	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	155885	165657	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	155885	165657	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	296796	298128	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).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N/A	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 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

10/5/2022

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



as recorded in minute reference:

14(d)

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





MR D M EVERETT
 OLD STRATFORD PARISH CNCL
 10 DEANSHANGER ROAD
 OLD STRATFORD
 MILTON KEYNES
 BUCKINGHAMSHIRE
 MK19 6AW

Your Account Statement
 Statement sheet number: **63**
 Issue date: **25 April 2022**

64 OVER

Your Account
 Sort Code: **30-15-53**
 Account number: **02444122**
 Branch: **Milton Keynes (301553)**

Account Activity



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 D31C55004ZE1
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Date	Pmnt Type	Details	Paid Out (£)	Paid In (£)	Balance (£)
28 Mar 22	CHQ	003649			
28 Mar 22	FPI	KEYTE AM & KM SNWI SINGING APRIL 262971445141823001 404517 10 28MAR22 14:15	113.65	25.00	6,858.42 6,883.42
30 Mar 22	CHQ	003640			
06 Apr 22	FPI	JULIET RATNAGE SCH JULIET R DANCING 62161807919809000R 162527 10 06APR22 16:18	165.60	365.00	6,717.82 7,082.82
13 Apr 22	TFR	A/C 30155307912981		20,000.00	27,082.82
14 Apr 22	CHQ	003650	1,048.60		26,034.22
19 Apr 22	FPI	TRUE COL PER ART HALL HIRE RP4679967115614900 205744 10 19APR22 12:57		60.00	26,094.22
20 Apr 22	CHQ	003656	415.54		25,678.68
20 Apr 22	CHQ	003659	275.00		25,403.68
20 Apr 22	CHQ	003654	2,231.86		23,171.82
20 Apr 22	CHQ	003655	281.66		22,890.16
21 Apr 22	CHQ	003651	211.00		22,679.16
21 Apr 22	CHQ	003657	44.78		22,634.38
TOTALS			4,787.69	20,450.00	

Payment Types:

- | | | | |
|--------------------------|----------------------------------|------------------------|-------------------------|
| BGC - Bank Giro Credit | BP - Bill Payments | CHG - Charge | CHQ - Cheque(s) |
| COM - Commission | COR - Correction | CPT - Cashpoint | CSH - Cash |
| CSQ - Cash/Cheque(s) | DD - Direct Debit | DEB - Debit card | DEP - Deposit |
| DR - Overdrawn Balance | EUR - Euro Cheque | IB - Internet Banking | MPI - Mobile Payment In |
| MPO - Mobile Payment Out | PAY - Counter withdrawal | PSV - Paysave | SAL - Salary |
| SCR - Refund Debit | SDC - Collection Credit | SDD - Collection Debit | SDR - Reversal Credit |
| SO - Standing Order | SUR - Excess Management Reversal | | |



MR D M EVERETT
 OLD STRATFORD PARISH COUNCI
 10 DEANSHANGER ROAD
 OLD STRATFORD
 MILTON KEYNES
 BUCKINGHAMSHIRE
 MK19 6AW

Your Account Statement
 Statement sheet number: **55**
 Issue date: **25 March 2022**

Your Account
 Sort Code: **30-15-53**
 Account number: **07912981**
 Branch: **Milton Keynes (301553)**

Account Activity



Date	Pmnt Type	Details	Paid Out (£)	Paid In (£)	Balance (£)
09 Mar 22		INTEREST (GROSS)		0.45	58,763.91
18 Mar 22	FPI	CLARK & SON ELECTR CLARK ELECTRICAL 500000000905624999 301553 10 18MAR22 14:45		175.00	58,938.91
TOTALS			0.00	175.45	

Payment Types:

- | | | | |
|--------------------------|-------------------------------------|------------------------|-------------------------|
| BGC - Bank Giro Credit | BP - Bill Payments | CHG - Charge | CHQ - Cheque(s) |
| COM - Commission | COR - Correction | CPT - Cashpoint | CSH - Cash |
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| SO - Standing Order | SUR - Excess Management
Reversal | | |

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Old Stratford Parish Council

10 Deanshanger Road
Old Stratford
MK19 6AW

PKF Littlejohn LLP

24th June 2022

Please find Outstanding Review Points For Year Ending 31st March 2022

As at 31st March 2022

Bank Reconciliation

Fixed Term Investment a/c	£100,000.00
Treasurers a/c	£6,717.82
Business Reserve a/c	£58,938.91
Total	£165,656.73

Earmarked Reserves

Project & Emergency Fund	£13,745.00
Old Stratford in Bloom	£1,156.00
Allotments Fund	£8.00
CiL payment	£5,610.00
St Guthlac's (Maintenance Fund)	£2,000.00
Memorial Hall Fund	£5,702.00
Equipment Fund	£849.00
Street Lighting Fund	£11,063.00
Total	£40,133.00

Please find attached Annual Return Variances as follows

Box 3. 44% increase in income over the previous year due to a CiL grant of £5,084, Increased MH Income after the pandemic of £2,490 and an increased of Old Stratford in Bloom donations of £308

All other variatikons remain within the 10%

Note: The Internal Auditors report comments on the Approval of the AGAR, that it had been approved May 22 prior to the receipt of the Internal Audit or the approval of the Annual Governance Statement. This was because she had advised that she was unwell and although testing negative for Covid, I requested a delay until she was completely well again, as I was uncomfortable due to my age (79 years) and in a vulnerable group and despite being triple jabbed with a booster, the visit was delayed, but I did not defer taking matters to the council.

It also highlighted the fact that the Precept was drawn up and circulated to members in February 2021 who indicated formal approval and did not meet by Zoom. This was because 3 members did not have the technology to comply and would have been excluded., The Parish Council at the start of the pandemic amend Standing Orders to delegate powers to the clerk and when remote meetings were promoted via Zoom, it was RESOLVED that the Parish Council would continued to operate under delegate powers until face to face meetings were permitted to be held again (under Covid Conditions including mask wearing and social distancing). We therefore accept the criticism as the regulations in place at that time, made no allowance for this. .

Regards



Derek M Everett PSLCC
Clerk
Old Stratford Parish Council
clerk@oldstratford.org.uk

Annual Internal Audit Report 2021/22

OLD STRATFORD PARISH COUNCIL

<https://oldstratford.org.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, 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 2021/22 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.		✓	See report
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) 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 2020/21 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

Name of person who carried out the internal audit

DD/MM/YYYY

27/05/2022 NORTHANTS CALC LTD
INTERNAL AUDIT

Katherine Houlihan NcALC Internal Audit

Signature of person who carried out the internal audit

SIGNATURE SERVICE


Date 30/05/2022

*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).

Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Old Stratford Parish Council		
Name of Internal Auditor:	Kate Houlihan	Date of report:	30 May 2022
Year ending:	31 March 2022	Date audit carried out:	27 May 2022

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chairman of the Council:

I carried out the year end audit in person on Friday 27 May 2022. I would like to thank the Clerk Derek Everett for his time and hospitality during the audit. I understand that Clerk will be retiring this year and I would like to wish him a long and happy retirement.

Prior to the meeting I conducted a review of the documentation available on the council's website including council policies, financial information and minutes.

Risk Management

The Council has reviewed their arrangements to manage identified risks and has a Risk assessment in place. The Risk assessment policy was agreed at the at the council meeting in June 2021.

Core Policies

Standing Orders, Financial regulations, Revised Code of conduct, Complaints procedures, Freedom of information details and Data Protection Policies were all agreed at the council meeting in June 2021.

I would recommend that during the course of the financial year, Standing Orders are reviewed to ensure that the council is working in line with the most up to date version available from the National Association of Local Councils.

Financial regulations are re-adopted each year, but the council is working from a 2013 version of the model document, again I would recommend that the council ensures they are working in line with the most up to date version available from the National Association of Local Councils.

Council Minutes

I have reviewed the council minutes for 2021/2022, the minutes did not show any unusual activities. The minutes are agreed by the Council, signed by the Chairman and consecutively numbered.

Asset Register

The asset register is up to date and has been approved by the council.

VAT

VAT on expenditure items is recorded correctly in the Receipts and Payments ledger. I checked several payments with the relevant invoices and was able to follow the audit trail on these transactions.

Budgets/ Precept

The Council set a Precept of £55,000 for 2021-2022.

A budget was drawn up and circulated to members in February 2021. Whilst members will have informally indicated their approval, the council did not meet to formally approve the budget or precept. All matters had been delegated to the Clerk at that time. However the precept must be agreed by the council as a whole and this function cannot be delegated to officers or members. The coronavirus regulations in place at the time made no allowances for this.

Insurance

The Council has renewed its Insurance with Came and Co for this financial year .

Salaries to Employees

The Clerks salary has been paid in accordance with Council approval and recorded in the Receipts and Payments accounts and in the minutes of the Council.

Bank Accounts

An audit trail on a number of transactions was carried out linking payments to the cash book and invoices. The Clerk has prepared the accounts on the correct accounting procedure – Receipts and payments.

There is a Bank reconciliation for each of the Council's Bank accounts and there are no unexplained balancing entries in the Account ledger and the Bank statements at 31.03.2022

Exercise of Public Rights

The council correctly set the dates for the exercise of public rights which must include the first ten working days in July. (See section 9 of guidance from PKF)

Petty Cash

The council does not operate a petty cash float, so this area was not covered.

Approval of the AGAR.

The Practitioners Guide details the order in which the various sections of the AGAR should be approved. This should be:

- The report of the Internal Auditor,
- The Annual Governance Statement, and then
- The Accounting Statement.

The accounting statement had been approved (May 2022) prior to receipt of the Internal Auditor or the approval of the Annual Governance Statement.

Yours sincerely

K Houlihan

Ms Kate Houlihan
Internal Auditor to the Council

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2020)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2021	Year ending 31 March 2022
1. Balances brought forward	154,479	155,885
2. Annual precept	54,120	55,000
3. Total other receipts	9,944	17,773
4. Staff costs	12,480	12,680
5. Loan interest/capital repayments	0	0
6. Total other payments	50,178	50,321
7. Balances carried forward	155,885	165,657
8. Total cash and investments	155,885	165,657
9. Total fixed assets and long-term assets	296,796	51,502
10. Total borrowings	0	0