

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Bishop's Waltham Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 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:

14/06/22

and recorded as minute reference:

Pc39/22/44-13/11/21/22

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

Chairman

[Redacted Signature]

Clerk

[Redacted Signature]

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Section 2 – Accounting Statements 2021/22 for

Bishop's Waltham Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	539,255	739,994	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	459,171	498,613	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	263,342 <i>RE-STATED</i>	153,553	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	259,795	267,247	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	11,285	11,285	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	250,694 <i>RE-STATED</i>	242,262	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	739,994	871,366	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	694,138	841,252	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	3,757,526	3,759,815	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	91,022	81,832	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.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 26/05/22

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

14.06.22

as recorded in minute reference:

PC 39/22/00

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



BWPC Finance

From: [REDACTED]
Sent: 11 April 2022 15:07
To: BWPC Finance; SBA
Subject: RE: HA0026 Bishop's Waltham Parish Council – 2021/22 AGAR external auditor instructions

Dear Mr Storry

Thank you for your email, taking your two queries in turn:

- 1) Refunds of hall hire – The treatment of refunds in the accounts did give rise to an unusual number of queries last year, probably due to accounting entries caused by the Covid situation, and there was quite a lot of discussion as to what the correct treatment should be in these circumstances. In our view it is correct to net off transactions such as the ones you describe and I am therefore unsure why Charlotte asked you to amend the AGAR unless she got muddled up and thought they were payments being refunded. In fact, the Practitioner's Guide was previously silent on how to account for refunds and as this caused so many queries last year, the 2022 Practitioner's Guide has been updated to add some guidance on this in paragraph 2.10. Basically, in the situation you describe and assuming you prepare your accounts on an income and expenditure basis (which I think you do) then the Guide allows this to be reported net. The 2022 Guide is available for early adoption in which case your original figures would be correct. On the other hand, the 2021 Guide is still silent and so you could actually use either treatment. If you prefer for the refunds to be netted off (and expect to follow that treatment if the situation arises in the future) then I would suggest that you use the original figures for your prior year comparatives (ie with the figures netted off) but please write restated next to each one as this will be different from the final AGAR that we reported on. Please explain the reason in your covering email and if it is queried when we start work on your file please refer the query to me and I will explain to whoever has asked the question. I will make a note on the database so that shouldn't happen but just in case.
- 2) I agree that it doesn't make sense that the Council approve the fixed asset register before the year end as there may be movement not yet recorded. I am not sure if the Association is just trying to make the point that the fixed asset register should be approved on an annual basis. The process you have explained would not be a problem for us, as long as the figures on the AGAR agree to the fixed asset register and this has been approved prior to (or at the same times as) approval of the AGAR then this would be acceptable as far as we are concerned.

I trust this is satisfactory but please let me know if you have any further queries

Kind Regards

Caroline

Caroline Evans | Senior Manager
PKF
cevens@pkf-l.com

For and on behalf of
PKF Littlejohn LLP
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Bank Reconciliation

Financial year ending 31 March 2022

Authority Name Bishop's Waltham Parish Council

Prepared by John Storry RFO 21/04/2022

Balance per bank statements as at 31 March 2021

	£	£
Barclays Community Account	8,071.14	
Barclays Active Saver Account	319,035.88	
Arbuthnot Latham Call Account	269.02	
Arbuthnot Latham Notice Given Account	188,863.30	
Arbuthnot Latham Term Deposit Account	325,000.00	
Petty Cash	12.29	
		841,251.63
Less: any un-presented payments/cheques as at 31 March 2022		0.00
		=====
Net bank balances as at 31 March 2022		841,251.63

The net balances reconcile to the Cash Book (receipts & payments account) for the year, as follows

Cash Book

Opening balance	694,138.00
Add: Receipts in the year excluding transfers in	701,065.73
Less: Payments in the year excluding transfers out	553,952.10
	=====
Closing balance per cash book (receipts and payments)	841,251.63

of which

1 - Barclays Community Account	8,071.14
2 - Barclays Active Saver Account	319,035.88
5 - Arbuthnot Latham Call Account	269.02
6 - Petty Cash	12.29
7 - Arbuthnot Latham Notice Given Account	188,863.30
8 - Arbuthnot Latham Term Deposit Account	325,000.00
	=====
Total	841,251.63

Explanation of variances – pro forma

Name of smaller authority: **Blisnup's Widdow's Parish Council**
 County area (local councils and parish/townships): **Widdow's**
 Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:
 • variances of more than 15% between totals for individual boxes (except variances of less than £200).
 • New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year.
 • a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	639,295	735,994				
2 Precept or Rates and Levies	459,171	498,673	39,442	8.59%	NO	
3 Total Other Receipts	263,342	159,653	-109,789	41.69%	YES	Grants: -£14,316, CL Receipts: -£139,611, Hire Fees: £14,261, Income: -£2,239, Land Lease: -431, Contract Hire: -£2,010, Annual Hire: £499, Refunds (virus issues) £4,141, Other: -£83
4 Staff Costs	299,795	287,247	7,452	2.87%	NO	
5 Loan Interest/Capital Repayment	11,265	11,265	0	0.00%	NO	
6 All Other Payments	297,694	292,262	-8,432	3.36%	NO	
7 Balances Carried Forward	739,994	871,306			NO	
8 Total Cash and Short Term Investments	694,136	841,822				
9 Total Fixed Assets plus Other Long Term Investments and Assets	3,757,526	3,769,835	2,289	0.06%	NO	
10 Total Borrowings	91,022	81,132	-9,190	10.10%	NO	

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable