

## Certificate of Exemption – AGAR 2021/22 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 2022, 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 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

### Winterbourne Stoke Parish Council

certifies that during the financial year 2021/22, 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 2021/22: £9,090

Total annual gross expenditure for the authority 2021/22: £8,784

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 **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), 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notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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 you are able to confirm that the above statements apply and that 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 2022.

**By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

29/06/2022

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

29/06/2022

Signed by Chairman

Date

29/06/2022

as recorded in minute reference:

29 JUNE 2022 #5

Generic email address of Authority

clerk@winterbournestokepc.org.uk

Telephone number

07973 366762

\*Published web address

www.winterbournestokepc.org.uk

**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 2022. Reminder letters incur a charge of £40 +VAT**

# Annual Internal Audit Report 2021/22

Winterbourne Stoke Parish Council

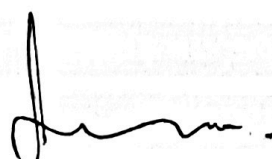
www.winterbournestokepc.org.uk

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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")	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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: 23/06/2022  
 Name of person who carried out the internal audit: L Dickinson  
 Signature of person who carried out the internal audit:   
 Date: 23/06/2022

\*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).

# Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Winterbourne Stoke 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 in aid of the 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.

\*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:

29/06/2022

and recorded as minute reference:

29 JUNE 2022 #5

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

Chairman

Clerk

### Other 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

www.winterbournestokepc.org.uk

# Winterbourne Stoke Parish Council

## Bank Reconciliation – Financial Year ending 31<sup>st</sup> March 2022

Prepared by J H Carr Clerk/RFO

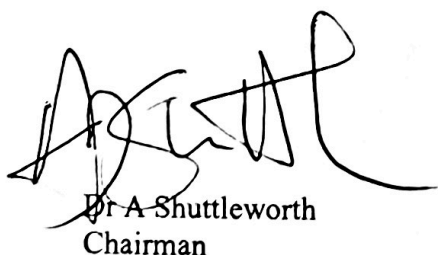
20<sup>th</sup> June 2022

	£
Balance as per <b>Bank Statement</b>	12,113.88
Less un-presented cheques:	
000314 Clerk's Pay 2018 Q3	(182.97)
<b>Net Balance as at 31<sup>st</sup> March 2022</b>	<b>11,930.91</b>

<b>Cash Book</b>	
Opening Balance on 1 <sup>st</sup> April 2021	11,624.95
Plus: Receipts in year	9,090.00
Minus: Payments in year	(8,784.04)
<b>Closing Balance</b>	<b>11,930.91</b>



J H Carr  
Clerk/RFO



Dr A Shuttleworth  
Chairman

# Section 2 – Accounting Statements 2021/22 for

## Winterbourne Stoke Parish Council

	Accounting Statement		Notes and Guidance
	31 March 2021	31 March 2022	
			<i>Please round all figures to nearest £. Do not leave any boxes blank and report 0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	7,575	11,625	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	9,090	9,090	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	313	0	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	2,721	2,780	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	2,632	6,004	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	11,625	11,931	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	11,808	12,114	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	26,188	25,859	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	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

29/06/2022

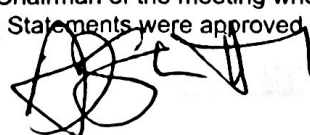
I confirm that these Accounting Statements were approved by this authority on this date:

29/06/2022

as recorded in minute reference:

29 JUNE 2022 #5

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



**Variance Explanation - Box 2**

Figure in 2021 column	£9,090
Figure in 2022 column	£9,090
Variance (2022 figure minus 2021 figure)	£0
Percentage Change	0

**Explanation:** Not required.

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**Variance Explanation - Box 3**

Figure in 2021 column	£313
Figure in 2022 column	£0
Variance (2022 figure minus 2021 figure)	-£313
Percentage Change	-

**Explanation:** A grant was received on behalf of the VPS for Christmas Hampers in FY20/21.

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**Variance Explanation - Box 4**

Figure in 2021 column	£2,721
Figure in 2022 column	£2,780
Variance (2022 figure minus 2021 figure)	£59
Percentage Change	+2%

**Explanation:** Not required.

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**Variance Explanation - Box 6**

Figure in 2021 column	£2,632
Figure in 2022 column	£6,004
Variance (2022 figure minus 2021 figure)	£3,372
Percentage Change	+128%

**Explanation:** Bawden's were paid for FY20/21 and FY21/22 in FY21/22.

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**Variance Explanation - Box 9**

Figure in 2021 column	£26,188
Figure in 2022 column	£25,859
Variance (2022 figure minus 2021 figure)	-£329
Percentage Change	-1%

**Explanation:** Laptop written off.

# Winterbourne Stoke Parish Council

## SUMMARY OF EXPENDITURE 2020/21

In accordance with the Transparency Code for Smaller Authorities dated December 2014 the details of each individual item of expenditure above £100 (VAT ex) is given in the table below:

Date of Expenditure	Purpose of Expenditure	Amount (£)	Notes
23 Apr	Playpark Maintenance	1334:40	Bawden's
15 Jun	Clerk's Pay Q1	417:38	
15 Jun	HMRC PAYE Q1	277:60	
17 Aug	Insurance	510:00	
17 Aug	Church Street 20mph Speed Limit	700:00	Wiltshire Council
13 Sep	Clerk's Pay Q2	416:98	
13 Sep	HMRC PAYE Q2	278:00	
27 Sep	Playpark Repairs	927:60	Kompan
08 Dec	Clerk's Pay Q3	416:98	
08 Dec	HMRC PAYE Q3	278:00	
12 Jan	Use of Village Hub	520:00	PCC
22 Mar	Playpark Maintenance	1381:10	Bawden's
22 Mar	Clerk's Pay Q4	416:98	
22 Mar	HMRC PAYE Q4	278:00	



J H Carr  
Clerk of the Council

20<sup>th</sup> June 2022

# Winterbourne Stoke Parish Council

## Asset Register - Financial Year ending 31<sup>st</sup> March 2022

Prepared by J H Carr Clerk/RFO

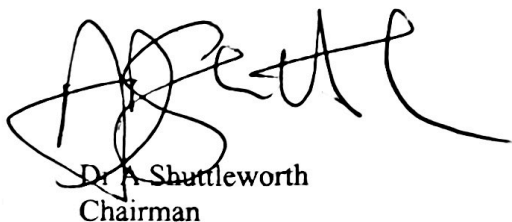
20<sup>th</sup> June 2022

Asset	Purchase Date	Purchase Price (£)
Church Street Bench (fixed)	n/k	n/k
Play Park Swings	n/k	n/k
Play Park Bench (fixed)	n/k	n/k
A303 Bus Shelter	n/k	n/k
Clerk's Filing Cabinet	03/11/2006	94.98
Play Park Youth Shelter	30/04/2008	6,215.76
Redundant BT Telephone Box	20/03/2010	1.00
Play Park Infant Swing	11/03/2011	4,483.38
Church Street Notice Board	21/01/2019	1,436.52
Play Park	24/03/2013	1.00
Play Park Boundary Fence	25/06/2014	930.00
Play Park Picnic Table (x2)	09/10/2014	180.00
Play Park Daisy Spinner	17/03/2015	410.64
Play Park Spinner Bowl	17/03/2015	692.16
Play Park Multi-Play Unit	17/03/2015	10,155.60
Play Park Litter Bin	07/03/2018	719.94
Defibrillator and Cabinet	10/08/2018	Free
Clerk's IT Equipment	08/12/2020	537.95

Recorded book value of all fixed assets as of 31<sup>st</sup> March 2022: **£25,858.93**



J H Carr  
Clerk/RFO



Dr A Shuttleworth  
Chairman



# Winterbourne Stoke Parish Council

## FINANCIAL AND OPERATIONAL RISK ASSESSMENT 2021/22

1. The greatest risk facing a local authority is not being able to deliver the activities or services expected by the electorate; so, in order to develop a Financial & Operational Risk assessment we have to define what activities or services Winterbourne Stoke Parish Council is expected to deliver. The following are deliverables:
  - a. A quorate Parish Council representing the Parish to higher level authorities (local area board, Wiltshire Council etc).
  - b. A serviceable and safe play park.
  - c. Financial probity of the precept with all spending fully auditable, authorised and for the benefit of the Parish.
  - d. The ability to recover up-front expenditure prior to an insurance claim.
  - e. The ability to recover ad hoc election expenditure.
2. Considering the above, the risks and controls are:
  - a. The Parish Council consists of five councillors, the quorum is three councillors; these numbers can be maintained using co-opted members. In extremis the Parish Council could become a Parish Meeting which only necessitates a Chairman and the Clerk.
  - b. The main risk to the play park is the lack of funds to replace worn-out equipment. The majority of equipment is fairly robust and made of metal so will have a significant life span; however, accruing funds to replace equipment must be considered because the cost of replacement equipment would be prohibitive without grant funding which would probably require matched funding from the Parish council.
  - c. The Parish Council will retain its financial integrity provided it continues to have two signatories for cheques, the Clerk controls the issuing of cheques, all transactions are with cheques (not cash) and all spending is as the result of a bill/invoice.
  - d. The Parish Council will ring-fence £2,000 to cover the cost of an ad hoc election.
  - e. In addition to the amount in Paragraph 2d the Parish Council will endeavour to retain a positive bank balance of one year's routine expenditure to cover unforeseen financial eventualities.



J H Carr  
Clerk to the Council

13<sup>th</sup> December 2021



A Shuttleworth  
Chairman of the Council

13<sup>th</sup> December 2021

WINTERBOURNE STOKE PARISH COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF ANNUAL GOVERNANCE & ACCOUNTABILITY  
RETURN (EXEMPT AUTHORITY)**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p><b>1. Date of announcement 29<sup>th</sup> June 2022 (a)</b></p> <p><b>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:</b></p> <p>(b) James Carr, Parish Clerk &amp; RFO Clerk@winterbournestokepc.org.uk</p> <p>commencing on (c) <b>Monday 4<sup>th</sup> July 2022</b></p> <p>and ending on (d) <b>Friday 12th August 2022</b></p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"> <li>• The opportunity to question the appointed auditor about the accounting records; and</li> <li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li> </ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</b></p> <p><b>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</b></p> <p><b>5. This announcement is made by (e) J Carr, Parish Clerk / RFO</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>