

## Accounts for Year End 2021

The following financial documents have now been submitted to the Internal Auditors:

- Bank reconciliation to 31<sup>st</sup> March 2021 – Appendix A
- Year End accounts for financial year 2020-2021 – Appendix B
- Financial Risk Assessment - Appendix C
- Draft Part 3 Agar submission – Appendix D
- Explanation of significant variances – Appendix E

The Year end accounts also confirm the expenditure incurred under s.137 of the Local Government Act 1972 as £123.50.

Wickhambrook Parish Council  
Balance at 1 April 2020

Opening Balance as at 01.04.2020

Unity Trust Bank Current**931	£	500.00
Unity Trust ISA **944	£	-
Nat West Business Reserve (No. 1) Account **367	£	45,613.54
Nat West Current Account **921	£	-
Nat West Business Reserve (No. 2) Account **419	£	8,974.13
<b>Total:</b>	<b>£</b>	<b>55,087.67</b>

Less Payments for 1 April - 30 June 2020	£13,060.96
Less Payments for 1 July - 30 September 2020	£17,466.73
Less Payments for 1 October - 31 December 2020	£10,100.65
Less Payments for 1 January 2019 - 31 March 2020	£16,712.46
<b>Total:</b>	<b>£ 57,340.80</b>

Plus Receipts for 1 April - 30 June 2020	£38,989.40
Plus Receipts for 1 July - 30 September 2020	£1,271.86
Plus Receipts for 1 October - 31 December 2020	£3,732.83
Plus Receipts for 1 January 2019 - 31 March 2020	£1,622.56
<b>Total:</b>	<b>£ 45,616.65</b>
<b>Total:</b>	<b>£ 43,363.52</b>

Represented by  
Bank Reconciliation

Balance as at 31 March 2021

<b>Unity Trust Current Account **931</b>	£12,705.38
Less payments issued but not cashed	
Plus receipts not shown on bank account	
<b>Unity Trust IS Account **944</b>	£ 30,658.14
<b>Nat West Current Account **921</b>	£ -
<b>Nat West Business Reserve (No. 1) Account **397 (Closed)</b>	£ -
<b>Nat West Business Reserve (No. 2) Account **419 (Closed)</b>	£ -
<b>Total:</b>	<b>£43,363.52</b>

Variation £ -

	UTB Current ** 931	UTB ISA **944	Nat West **397	Nat West Current **921	Nat West **419	Total
	£500.00	£0.00	£ 45,613.54	£ -	£ 8,974.13	£ 500.00
						£ -
						£ 45,613.54
						£ -
						£ 8,974.13
						£ -
						£ 8,974.13
						£ 55,087.67
<b>Internal Transfer Out</b>						
	£ 12,945.40	£ -	£ 115.56	£ -	£ -	£ 13,060.96
	£ 17,466.73	£ -	£ -	£ -	£ -	£ 17,466.73
	£ 10,100.65	£ -	£ -	£ -	£ -	£ 10,100.65
	£ 16,712.46	£ -	£ -	£ -	£ -	£ 16,712.46
	£ 39,196.27	£ 8,540.71	£ 56,006.86	£ 56,308.39	£ 8,975.66	£ 57,340.80
	<b>£ 96,421.51</b>	<b>£ 8,540.71</b>	<b>£ 56,122.42</b>	<b>£ 56,308.39</b>	<b>£ 8,975.66</b>	<b>£ 57,340.80</b>
<b>Internal Transfer In</b>						
	£ 37,150.54	£ 2.58	£ 1,534.75	£ 300.00	£ 1.53	£ 38,989.40
	£ 1,271.86	£ -	£ -	£ -	£ -	£ 1,271.86
	£ 3,732.83	£ -	£ -	£ -	£ -	£ 3,732.83
	£ 1,622.56	£ -	£ -	£ -	£ -	£ 1,622.56
	£ 64,849.10	£ 39,196.27	£ 8,974.13	£ 56,008.39	£ -	£ 108,626.89
	<b>£ 108,626.89</b>	<b>£ 39,198.85</b>	<b>£ 10,508.88</b>	<b>£ 56,308.39</b>	<b>£ 1.53</b>	<b>£ 45,616.65</b>
<b>Total</b>	<b>£ 43,363.52</b>	<b>£ 12,705.38</b>	<b>£ 30,658.14</b>	<b>£ -</b>	<b>£ 0.00</b>	<b>£ 43,363.52</b>

## Wickhambrook Parish Council

Suffolk

Prepared 16/04/2021

Balance at 31 March 2020	£	<b>55,087.67</b>	
<b>Receipts</b>			
Precept	£	35,610.00	
Interest	£	20.22	
Wayleaves	£	-	
Ground rents	£	50.00	
Chapel Rent (Players)	£	-	
VAT refund	£	5,291.10	
Admin	£	1,112.99	
Cemetery	£	675.00	
Recycling Credits	£	2,857.34	
Segregated Funds (Players)	£	-	£ 10,006.65
<b>Total Receipts</b>	<b>£</b>	<b>10,006.00</b>	

<b>Expenditure</b>			
Administration	£	15,056.11	
Services	£	3,450.54	
Estates (excluding cemetery)	£	22,979.10	
Cemetery	£	2,923.00	
Teen Projects	£	-	
Grants	£	2,750.00	
S.137	£	123.50	
Recycling Contra's	£	3,967.94	
VAT Paid	£	6,091.01	
Other			
<b>Total Payment:</b>	<b>£</b>	<b>57,341.20</b>	

**Opening Reserves (01/04/2020) made up of:**

<b>Operating Reserve</b>	£	15,891.40
Data Protection	£	770.00
Elections	£	2,000.00
Grounds Maintenance	£	450.00
Tree Surgery	£	1,300.00
Cemetery & Churchyard	£	2,356.00
Teen Project Replacement	£	12,750.00
Teen Proj./Playground Maint.	£	1,015.27
Playground Replacement	£	4,000.00
Six Acres Development	£	2,500.00
Memorial garden	£	500.00
Legacy	£	250.00
Day Club	£	555.00
Neighbourhood Planning	£	7,000.00
Safety & Security matters	£	1,500.00
Highways	£	2,250.00
<b>Total</b>	<b>£</b>	<b>55,087.67</b>

**Movement on Reserves:**

£	6,116.15	<b>Operating Reserve</b>	£	9,775.25
£	-		£	770.00
£	-		£	2,000.00
£	-		£	450.00
£	-		£	1,300.00
£	1,608.00		£	748.00
£	-	Teen Project Replacement	£	12,750.00
£	-	Teen Proj./Playground Maint.	£	1,015.27
£	4,000.00	Playground Replacement	£	-
£	-	Six Acres Development	£	2,500.00
£	-	Memorial garden	£	500.00
£	-	Legacy	£	250.00
£	-	Day Club	£	555.00
£	-	Neighbourhood Planning	£	7,000.00
£	-	Safety & Security matters	£	1,500.00
£	-	Highways	£	2,250.00
		<b>Total</b>	<b>£</b>	<b>43,363.52</b>

Fixed and Long Term Assets	
As per Asset Register	£ 165,149.38

**Cash Reserves**

Opening Reserves	£	55,087.67
Plus Receipts	£	10,006.00
Less Payments	£	57,341.20
<b>Closing Reserves</b>	<b>£</b>	<b>7,752.47</b>

**Represented by**

Cash at Bank	
Unity Trust Current Account #	£ 12,705.38
Unity Trust Instant Savings Account #	£ 30,658.14
Uncashed Cheques	£ -
Petty Cash	£ -
<b>Total</b>	<b>£ 43,363.52</b>

Variation -£ 35,611.05

## WPC.20.04.06 Appendix B

## WICKHAMBROOK PARISH COUNCIL

## Risk assessment and management (financial) for the period 1 April 2019 to 31 March 2020

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Full Minute – RFO follow up	Diary
	Not paid by DC	L	Confirm receipt	Diary
	Adequacy of precept	M	Quarterly review of budget to actual	Diary
Other Income	Cash handling	L	There is no cash handling – all payments are now done by means of submission of an expenses claim and receipts	n.b. Careful attention to ensure receipts attached to claims and where multiple items on receipt, specific item highlighted. Ensure timely quarterly submission of expenses claims.
	Banking	L	Segregate duties. Check to bank statements. Regular bank reconciliations Move to online banking will enable regular checking of transactions and monthly reconciliations	The Clerk has increased the regularity of Bank Reconciliations (at least bi-monthly which are published on the agenda)
	From Cemetery	M	Burial Register updated for grave allocations as required. Check of burial register to invoices to undertakers. Check of memorial fees work dockets to invoicing.	Clerk has introduced receipts for payments and new cemetery management has been installed and implemented recording transactions
Internet Banking	BACs Payments of Invoices	L	The Council appoints two Councillors (who are not cheque signatories) to verify the schedule of payments made from the internet banking account against sample invoices selected at random on a regular basis.	RFO makes schedule of payments available to Cllrs by pdf doc prior to each ordinary meeting

## WICKHAMBROOK PARISH COUNCIL

## Risk assessment and management (financial) for the period 1 April 2019 to 31 March 2020

	Access codes & passwords	M	The internet banking access codes and passwords are retained securely by the Clerk/RFO and that no internet banking is undertaken on a computer to which the public have access.	Computers are password protected and hard copies kept in locked filing cabinet.
	Online security	M	The Council installs, and keeps updated, anti-virus software on all computers used for Internet Banking.	Clerk to check parish laptops and that Cllrs have virus software on their computers
Grants	Claims procedure	M	Clerk/RFO check as required	Diary
	Receipt of grant when due	M	Clerk/RFO check as required	Diary
Investment Income	Receipt when due	L	Clerk/RFO check as required – no current investment income	n/a
	Surplus funds	L	Review levels and investment policy annually – no current investment income	n/a
Salaries	Wrong salary/hours/rate paid	M	Check salary to minute, check hours and rate to contract	Member to verify
	Wrong deductions – NI and Income tax	M	Check to PAYE Calculations PAYE calculations undertaken by appointed third party payroll provider	Member to verify
Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders	Approval check
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on at least bi-monthly basis	Member to verify
	Cheque payable is excessive or to wrong party	L	Signatory initials Stub & Voucher	Approval check Recommended move to BACS payments with Member authorisation – RFO Investigating
	BACs payment is	M	Invoices circulated to Cllrs in pdf format with Agenda.	Members to verify

## WICKHAMBROOK PARISH COUNCIL

## Risk assessment and management (financial) for the period 1 April 2019 to 31 March 2020

	excessive or to wrong party		Authorised signatories to check payment transaction against invoice before approving.	
Grants & support	No power to pay or no evidence of agreement of Council to pay	M	Minute Council agreement with the power used to authorize payment	RFO check Member verify
	Conditions agreed	L	Agree and document any reasonable conditions	RFO check
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify
VAT	VAT analysis	M	All items in cash book lists	RFO verify
	Charged on purchases	L	Consider all items per cash book lists	RFO verify
	Claimed within time limits	M	RFO to submit at least bi-annually Agree returns submitted	RFO verify
Reserves – General	Adequacy	L	Consider at Budget setting	RFO opinion. 3 year plan
Reserves – Earmarked	Adequacy	L	Consider at Budget and review of final accounts	RFO opinion Reserves have been considered at year end 2019-20 and adjustments made.
	Unidentified Earmarked or Contingent liability	L	Review minutes	RFO/member view
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers	Diary
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary
	Loss of financial assets	L	The Council advises its insurers and introduces such further safeguards, such as increased fidelity insurance, as may be required by the Insurers.	RFO to advise
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate	RFO/member view 2 month contingency reserve added to 2020-21 budget

**WICKHAMBROOK PARISH COUNCIL**  
**Risk assessment and management (financial) for the period 1 April 2019 to 31 March 2020**

	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council to review annually as part of insurance plan
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover	Diary
Maintenance	Reduced value of assets or amenities – loss of income or performance	M	Annual maintenance inspection	Diary
Legal Powers	Illegal activity or payment	H	Educate Council as to their legal powers	Diary Financial Standing Orders updated August 2019
Financial Records	Inadequate records	L	RFO/clerk check regularly + internal audit review	Diary
Minutes	Accurate and legal	L	Review at following meeting	Diary
Members interests	Conflict of interest	M	Declarations of interest to be documented/minuted and any conflict addressed as appropriate	Diary Ensure Cllrs leave room when item under discussion if they have declared pecuniary interest.

Reviewed: 28 April 2020\_\_\_\_\_ Next Review date: March 2021

Approved and Adopted:

Cllr John Barton

Date:

Note: Risk assessment must be reviewed and adopted by council/meeting/board/body annually during the financial year and before 31 March.

## Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>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.</i>
1. Balances brought forward	51,420	55,087	<i>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.</i>
2. (+) Precept or Rates and Levies	33,955	35,610	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	9,588	10,007	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	7,996	9,705	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	31,880	47,636	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	55,087	43,363	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	55,087	43,363	<i>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.</i>
9. Total fixed assets plus long term investments and assets	193,108	316,758	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		X	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



**Explanation of variances – pro forma**

Name of smaller authority: **Wickhambrook Parish Council**  
 County area (local councils and): **Suffolk**

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**: 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).

	2019-2020 £	2020-2021 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	51,420	55,087				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	33,955	35,610	1,655	4.87%	NO		
3 Total Other Receipts	9,588	10,007	419	4.37%	NO		
4 Staff Costs	7,996	9,705	1,709	21.37%	YES		incorrectly recorded on the AGAR as £7,996. A change in the clerk's tax code to BR resulted in an increase in tax paid.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	31,880	47,636	15,756	49.42%	YES		See explanation of Significant Variances
7 Balances Carried Forward	55,087	43,363			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	55,087	43,363				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	193,108	316,758	123,650	64.03%	YES		In September 2020 the Chapel of Rest and the War Memorial were re-valued, an increase of £91,991 to £151,609 for the Chapel of Rest and £23,693 to £51,300 for the War Memorial, based on re-build costs ex VAT. These increases have been reflected in the Asset Register.
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

**Wickhambrook Parish Council  
Suffolk**

**Explanation of Significant Variances on Accounting Statement (>10% or £200).**

Cashbook	Purpose	Item	Cost	Receipt & Payments	Explanation
Line 21	Office Supplies	Purchase of print toner	£ 340.45	UT Current Line 65	More cost effective to purchase higher volume print run
Line 24	Insurance	Change to Statement of fact	£181.48	UT Current Lines 51, 53,117	Chages to statement of fact following review of financial risk assessment & re-valuation of Chapel of Rest and War Memorial
Line 41	Website	Work to website	£ 751.88	UT Current Lines 99, 184	New Event Plug in and work to meet accessibility regulations
Line 45	Other Software Subs	Adobe	£ 213.76		Improved sharing and management of documentation
Line 55	Cemetery & Churchy	Maintenance work	£ 2,323.00	UT Current Lines 116, 170, 185	Work to Soil Heap, Work to Cemetery Gates, Cleaning of War Memorial, new Memorial Bench
Line 57	Playground Bury Roa	New Play Equipment	£ 7,257.00	UT Current Lines 896 & 161	New play equipment and self closing gate to Bury Road Play Park
Line 70	Grants/Local Support	Grants to local organisations	£ 2,750.00	UT Current 91 & 98	Financial support to tennis club to resurface tennis courts, and installation of Wi-fi in community centre
Line 75	Recycling Grant	Recycling Grant to MSC	£ 3,967.94	UT Current 17, 39 & 140	Increased recycling and recycling credits received in previous financial year but paid out in current financial year
			<b>£ 17,785.51</b>		