

Accounts for Year End 2022

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

- Bank reconciliation to 31st March 2022 – Appendix A
- Year End accounts for financial year 2021-2022 – 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 £200.00.

Appendix A

| | | | | |
|---|-----------------------------|---|-------------------|---------------------|
| Council name | Wickhambrook Parish Council | Bank account | UT Instant Access | Total |
| Bank account | UT Current Account | | | |
| Balance per bank statement at 31/03/2022 | 9,460.77 | Balance per bank statement at 31/03/2022 | 29,367.83 | £ 38,828.60 |
| TOTAL NET BANK BALANCES AT 31/03/2022 | 9,460.77 | TOTAL NET BANK BALANCES AT 31/03/2022 | 29,367.83 | £ - |
| Opening_balance | 12,705.38 | Opening_balance | 30,658.14 | £ 43,363.52 |
| Total receipts | 57,686.53 | Total receipts | 17.83 | £ 57,704.36 |
| Total payments | -62,239.28 | Total payments | | -£ 62,239.28 |
| Total transfers | 1,308.14 | Total transfers | -1,308.14 | £ - |
| Closing balance per cash book (must equal net bank balances ab | 9,460.77 | Closing balance per cash book (must equal net bank balances ab | 29,367.83 | £ 38,828.60 |

Wickhambrook Parish Council
Balance at 1 April 2021

Opening Balance as at 01.04.2021

| | | |
|-------------------------------|----------|------------------|
| Unity Trust Bank Current**931 | £ | 12,705.38 |
| Unity Trust ISA **944 | £ | 30,658.14 |
| Total: | £ | 43,363.52 |

| | |
|--|--------------------|
| Less Payments for 1 April - 30 June 2021 | £19,859.09 |
| Less Payments for 1 July - 30 September 2021 | £14,684.24 |
| Less Payments for 1 October - 31 December 2021 | £11,220.32 |
| Less Payments for 1 January 2019 - 31 March 2021 | £16,475.63 |
| | £ 62,239.28 |

| | |
|--|--------------------|
| Plus Receipts for 1 April - 30 June 2021 | £38,699.21 |
| Plus Receipts for 1 July - 30 September 2021 | £5,690.19 |
| Plus Receipts for 1 October - 31 December 2021 | £10,541.72 |
| Plus Receipts for 1 January 2019 - 31 March 2021 | £2,773.24 |
| | £ 57,704.36 |
| | £ 38,828.60 |

Represented by
Bank Reconciliation

| | |
|--|-----------|
| Balances as at 31 March 2022 | |
| Unity Trust Current Account **931 | £9,460.77 |
| Less payments issued but not cashed | |
| Plus receipts not shown on bank account | |

| | |
|-------------------------------------|-------------|
| Unity Trust IS Account **944 | £ 29,367.83 |
|-------------------------------------|-------------|

Balance at 31st March 2022 **£38,828.60**

Variation £ -

| UTB Current ** 931 | UTB ISA **944 | Total |
|------------------------------|--------------------|--------------------|
| £ 12,705.38 | | £ 12,705.38 |
| | £ 30,658.14 | £ 30,658.14 |
| £ 12,705.38 | £ 30,658.14 | £ 43,363.52 |
| £ 19,859.09 | £ - | £ 19,859.09 |
| £ 14,684.24 | £ - | £ 14,684.24 |
| £ 11,220.32 | £ - | £ 11,220.32 |
| £ 16,475.63 | £ - | £ 16,475.63 |
| Internal Transfer Out | £ 1,308.14 | £ 1,308.14 |
| £ 62,239.28 | £ 1,308.14 | £ 63,547.42 |
| £ 38,699.21 | £ - | £ 38,699.21 |
| £ 5,690.19 | £ - | £ 5,690.19 |
| £ 10,539.83 | £ 1.89 | £ 10,541.72 |
| £ 2,757.30 | £ 15.94 | £ 2,773.24 |
| Internal Transfer In | £ - | £ 1,308.14 |
| £ 58,994.67 | £ 17.83 | £ 59,012.50 |
| £ 9,460.77 | £ 29,367.83 | £ 38,828.60 |

Wickhambrook Parish Council
Balance at 31 March 2021

£ 43,363.52

Receipts

| | | | | |
|----------------------------|----------|------------------|---|-----------|
| Precept | £ | 35,610.00 | | |
| Cemetery | £ | 3,525.00 | | |
| Chapel Rent (Players) | £ | - | | |
| Ground rents | £ | 50.00 | | |
| Wayleave | £ | - | | |
| Bank Interest | £ | 17.83 | | |
| Recycling Credits | £ | 2,711.62 | | |
| Grants | £ | 7,915.00 | | |
| Miscellaneous Receipts | £ | 58.81 | | |
| VAT Refund | £ | 7,816.10 | | |
| Segregated Funds (Players) | £ | - | £ | 22,094.36 |
| Total Receipts | £ | 57,704.36 | | |

Expenditure

| | | | | |
|------------------------------|----------|------------------|---|-----------|
| Staff Costs | £ | 11,589.52 | | |
| Administration | £ | 7,361.58 | | |
| Services | £ | 3,311.70 | | |
| Estates (excluding Cemetery) | £ | 18,541.13 | | |
| Cemetery | £ | 5,431.07 | | |
| Projects | £ | 6,982.92 | | |
| Grants | £ | 2,711.62 | | |
| S.137 | £ | 200.00 | | |
| VAT Paid | £ | 6,109.74 | £ | 50,649.76 |
| Total Payments | £ | 62,239.28 | £ | 62,239.28 |

Fixed and Long Term Assets

As per Asset Register £ 326,577.17

Cash Reserves

| | | |
|-------------------------|----------|------------------|
| Opening Reserves | £ | 43,363.52 |
| Plus Receipts | £ | 57,704.36 |
| Less Payments | £ | 62,239.28 |
| Closing Reserves | £ | 38,828.60 |

Represented by

| | | |
|-----------------------|----------|------------------|
| Cash at Bank | £ | 9,460.77 |
| Current #921 | £ | 29,367.83 |
| Instant Savings #944 | £ | - |
| Uncashed Cheques | £ | - |
| Petty Cash (not held) | £ | - |
| Total | £ | 38,828.60 |

Opening Reserves made up of:

| | | | | |
|--|----------|------------------|----------|-----------------|
| Operating Reserve | £ | 9,775.25 | £ | 296.65 |
| Staff Contingency | £ | - | -£ | 1,400.00 |
| Data Protection | £ | 770.00 | £ | - |
| Elections | £ | 2,000.00 | -£ | 975.00 |
| Grounds Maintenance | £ | 450.00 | -£ | 1,070.00 |
| Tree Surgery | £ | 1,300.00 | -£ | 340.00 |
| Cemetery & Churchyard | £ | 748.00 | £ | 748.00 |
| Teen Project Replacement Playground & Teen Project Maintenance | £ | 12,750.00 | £ | 5,250.00 |
| Playground Replacement | £ | 1,015.27 | -£ | 759.73 |
| Six Acres Development | £ | - | £ | - |
| Memorial garden | £ | 2,500.00 | £ | - |
| Legacy | £ | 500.00 | £ | 500.00 |
| Day Club | £ | 250.00 | £ | - |
| Neighbourhood Planning | £ | 555.00 | £ | - |
| Safety & Security matters | £ | 7,000.00 | £ | 1,830.00 |
| Highways | £ | 1,500.00 | -£ | 600.00 |
| Civic Event | £ | 2,250.00 | £ | 2,000.00 |
| Charitable Donations | £ | - | -£ | 745.00 |
| Total | £ | 43,363.52 | £ | 4,534.92 |

Movement on Reserves:

Closing Reserves made up of:

| | | |
|--|----------|------------------|
| Operating Reserve | £ | 9,478.60 |
| Staff Contingency | £ | 1,400.00 |
| Data Protection | £ | 770.00 |
| Elections | £ | 2,975.00 |
| Grounds Maintenance | £ | 1,520.00 |
| Tree Surgery | £ | 1,640.00 |
| Cemetery & Churchyard | £ | - |
| Teen Project Replacement | £ | 7,500.00 |
| Playground & Teen Project Maintenance | £ | 1,775.00 |
| Playground Replacement | £ | - |
| Six Acres Development | £ | 2,500.00 |
| Memorial garden | £ | - |
| Legacy | £ | 250.00 |
| Day Club | £ | 555.00 |
| Neighbourhood Planning | £ | 5,170.00 |
| Safety & Security matters | £ | 2,100.00 |
| Highways | £ | 250.00 |
| Civic Event | £ | 745.00 |
| Charitable Donations | £ | 200.00 |
| Total | £ | 38,828.60 |

Wickhambrook Parish Council: Financial Risk Assessment

| 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 – check correct bank details when submitting precept request form | 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 has enabled regular checking of transactions and monthly reconciliations | The Clerk has increased the regularity of Bank Reconciliations (at least bimonthly 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 |

Wickhambrook Parish Council: Financial Risk Assessment

| Topic | Risk Identified | Risk Level H/M/L | Management of Risk | Staff action |
|-------------------|--------------------------------------|---------------------|--|---|
| 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 |
| | Access codes & passwords | M | The internet banking access codes and passwords are retained securely by the Clerk/RFO and 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 |
| | Goods not supplied to Council | M | Follow up on all orders | Approval check |

Wickhambrook Parish Council: Financial Risk Assessment

| Topic | Risk Identified | Risk Level H/M/L | Management of Risk | Staff action |
|------------------------------------|---|---------------------|--|--|
| Direct Costs and overhead expenses | Invoice incorrectly calculated or recorded | L | Check arithmetic on invoices and perform bank reconciliations on at least bi-monthly basis | Clerk to undertake Member to verify |
| | Cheque payable is excessive or to wrong party | L | Signatory initials Stub & Voucher | Approval check |
| | BACs payment is | M | Invoices circulated to Cllrs in pdf format with Agenda. | Members to verify |
| | 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 |
| GDPR | | L | Procedures are in place for dealing with Subject Access Requests; Data Breaches –detecting, reporting & investigating and obtaining consent. Privacy Notices have been updated and are available on the website and in the Parish Council Office | Clerk/Council |
| 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 |

Wickhambrook Parish Council: Financial Risk Assessment

| Topic | Risk Identified | Risk Level H/M/L | Management of Risk | Staff action |
|----------------------|---|---------------------|--|--|
| | Claimed within time limits | M | RFO to submit at least quarterly and report on next agenda. Payment received to be reported on agenda under income. | RFO verify |
| Reserves – General | Adequacy | L | Consider at Budget setting and review quarterly and at year end | RFO opinion. 3 year plan |
| Reserves – Earmarked | Adequacy | L | Consider at Budget, quarterly and at year end to move unspent funds into relevant ear-marked reserves. RFO to ensure that spend from reserves is authorised by full council. | RFO opinion Reserves have been considered at year end 201920 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 |
| | Fraud by Staff | L | Fidelity Guarantee value appropriately set | Council to review annually as part of insurance plan |

Wickhambrook Parish Council: Financial Risk Assessment

| Topic | Risk Identified | Risk Level H/M/L | Management of Risk | Staff action |
|-------------------|--|---------------------|--|--|
| Loss | Consequential loss due to critical damage or 3 rd 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 | M | Educate councillors as to their legal powers RFO to identify power for spend when items are identified in reports for authorisation | RFO to check powers when preparing report Updating of Financial Standing orders July 2020 |
| Financial Records | Inadequate Records | L | RFO/Clerk check annual & internal audit review | Diary |
| Minutes | Accurate & Legal | L | Review at following meeting Ensure consecutively numbered | Diary |
| Members Interests | Conflict of Interest | M | Ensure register of interests are completed and up to date Declarations of interest and any exclusion of members from relevant agenda items to be documented in minutes. | Diary Ensure members leave room when item under discussion or dispensation has been approved. |

Reviewed May 2021

Next Review: March 2022

Approved and Adopted:

Chair:



Dated: 3.6.2021

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

| | Year ending | | Notes and guidance |
|--|--------------------|--------------------|--|
| | 31 March 2021 £ | 31 March 2022 £ | |
| | | | <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 | | | <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 | | | <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 | | | <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 | | | <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 | | | <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 | | | <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 | | | <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 | | | <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 | | | <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 | | | <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 | N/A |
| | | | |
| | | | <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> |
| | | | <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 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

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 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? | Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES | Explanation from smaller authority (must include narrative and supporting figures) |
|---|--------------|--------------|---------------|---------------|--------------------------|---|--|
| 1 Balances Brought Forward | 55,087 | 43,363 | | | | Explanation of % variance from PY opening balance not required - Balance brought forward agrees | |
| 2 Precept or Rates and Levies | 35,610 | 35,610 | 0 | 0.00% | NO | | |
| 3 Total Other Receipts | 10,007 | 22,094 | 12,087 | 120.79% | YES | Variance made up of Grant Receipts (COVID Revenue Support Grant £310; Locality Grant £334; Neighbourhood Plan Locality Grant £5071; Locality Grant £500, Community Restart Grant £1700 - Total £7915); A move to reclaiming VAT monthly (VAT refunds upto Feb '22 £5497.60); Total £13412 | |
| 4 Staff Costs | 9,705 | 11,589 | 1,884 | 19.41% | YES | Staff costs increased - provision was made for an additional 5 hours per week for project activity of which £1508 was claimed. | |
| 5 Loan Interest/Capital Repayment | 0 | 0 | 0 | 0.00% | NO | | |
| 6 All Other Payments | 47,636 | 50,650 | 3,014 | 6.33% | NO | | |
| 7 Balances Carried Forward | 43,363 | 38,828 | | | NO | VARIANCE EXPLANATION NOT REQUIRED | |
| 8 Total Cash and Short Term Investments | 43,363 | 38,828 | | | | VARIANCE EXPLANATION NOT REQUIRED | |
| 9 Total Fixed Assets plus Other Long Term Investments and | 316,758 | 326,577 | 9,819 | 3.10% | NO | | |
| 10 Total Borrowings | 0 | 0 | 0 | 0.00% | NO | | |

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable