Form 3PM Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

LITTLE LONGSTONE PARISH MEETING

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 Parish Meeting:
	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 Parish Meeting 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 met the needs of this Parish Meeting.*
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 Parish Meeting 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.*

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

This Annual Governance Statement was approved at a Parish Meeting on:

23/05/22

and recorded as minute reference:

15.7

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

Chairman James. M.W. Longdon.

Place where the Annual Governance Statement and Accounting Statements are published or displayed (e.g. Parish Notice Board, Newsletter, Village website, etc.).

LITTLE LONGSTONE NOTICE BOARD

Form 3PM Section 2 – Accounting Statements 2021/22 for

LITTLE LONGSTONE PARISH MEETING

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	*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.*
1. Balances brought forward	104992	107594	*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	NIL	NIL	*Total amount of precept received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	18793	25011	*Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received.*
4. (-) Staff costs	1790	1438	*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 Parish Meeting's borrowings (if any).*
6. (-) All other payments	14401	10202	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	107594	120965	*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	107594	120965	*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	NIL	NIL	*"The value of all the property the Parish Meeting 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).*

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 Parish Meeting.

Signed by the Chairman before being presented to the Parish Meeting for approval

James M.W. Longsdon

Date 23/05/22

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

23/05/22

as recorded in minute reference:

15.8

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

James M.W. Longsdon

Form 3PM Annual Internal Audit Report 2021/22

LITTLE LONGSTONE PARISH MEETING

During the financial year ended 31 March 2022 the Parish Meeting's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this Parish Meeting'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 Parish Meeting.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This Parish Meeting complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This Parish Meeting assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			✓ No Precept
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.			✓ No PCash use
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
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 Parish Meeting certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. *(If the Parish Meeting had a limited assurance review of its 2020/21 AGAR tick "not covered")*	✓		

	Yes	No	Not covered**
M. The Parish Meeting has demonstrated that during the previous year (2020-21) it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. *(Evidenced by: confirmation by the Chairman that the notice has been published on a suitable website or publicly displayed in the local area.)*	✓		
N. The Parish Meeting has complied with the publication requirements for 2020/21 AGAR. *(See AGAR Page 1 Guidance Notes).*	✓		

For any other risk areas identified by this Parish Meeting adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken DD/MM/YY 23/04/22

Name of person who carried out the internal audit JOHN M G FOSTER

Signature of person who carried out the internal audit John M G Foster

Date 23/04/22

*If the response is 'no' you must include a note to 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).

LITTLE LONGSTONE PARISH MEETING

2022 Variance Report

Box 3 Receipts	2022	2021	Var	
Ice Cream Franchise	25,000.00	18,750.00	6,250	one quarter let off in 2021
Bank interest received	11.14	43.08	(32)	Lower rate of bank interest
	25,011.14	**18,793.08**	6,218	Overall decrease is 33.09%

Box 4 Expenditure				
Salary and expenses to clerk	1438	1790	352	less hours spent this year than in 2021
	1438	**1790**	**352**	Overall decrease is 19.66%

Box 6 Expenditure				
General maintenance/mowing/strimming	4,112	3,710	(402)	
Section 137 payments	563	557	(6)	
Subscriptions/donations	2,615	2,615	0	
Cleaning	450	300	(150)	
Well Dressing	0	0	0	
Room Hire	120	14	(106)	
Audit costs	384	360	(24)	
Legal fees	0	540	540	No legal fees in 2022
Grants made	0	3,000	3,000	No grants in 2022
Advertising	0	63	63	
Repairs etc	1,232	1,761	529	
Band hire	0	0	0	
Miscellaneous	400	1,155	755	Lower expenditure on Chair's Funds
Insurance	326	326	0	
	10,202	**14,401**	**4,199**	Overall decrease is 29.16%

Cash Book Summary

Opening balance	107,594.59
Receipts	25,011.14
Payments	(11,639.88)
Closing balance	**120,965.85**

Balance per statements	1,000.39	curr acct
	119,965.46	bus Inst access reserve acct
Unpresented cheques	0.00	
	120,965.85	

Little Longstone Parish Meeting

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Little Longstone Parish Meeting** for the year ended 31 March 2022 has been completed and the accounts have been published.

2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Little Longstone Parish Meeting** on application to:

(a) SARAH STOKES
PARISH CLERK
LONGSTONE BYRE
LITTLE LONGSTONE

(b) 10-4 MON-FRI

3. Copies will be provided to any person on payment of £ — (c) for each copy of the Annual Governance & Accountability Return.

Announcement made by: (d) SARAH STOKES PARISH CLERK

Date of announcement: (e) 24 August 2022

Notes

This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. **This must include publication on the smaller authority's website.** The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.

(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR

(b) Insert the hours during which inspection rights may be exercised

(c) Insert a reasonable sum for copying costs

(d) Insert the name and position of person placing the notice

(e) Insert the date of placing of the notice