Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Turrey 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 2021, that:

	Agreed Yes	Agreed No*	*'Yes' means that this authority:*
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.*

	Yes	No	N/A	
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.			✓	*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:

27/05/21

and recorded as minute reference:

9iv

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

Chairman

Clerk

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Section 2 – Accounting Statements 2020/21 for

Turvey Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	*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	108,967	127,153	*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	33,900	34,578	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	62,986	19,582	*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	7,377	7,486	*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	71,323	71,286	*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	127,153	102,541	*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	127,153	102,541	*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	81,318	81,318	*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 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

S. Bottom

Date 25/05/21

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

27/05/21

as recorded in minute reference:

9v

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

[signature]

Annual Internal Audit Report 2020/21

Turvey Parish Council

www.turvey-pc.gov.uk

During the financial year ended 31 March 2021, 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 2020/21 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.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
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.			✓
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
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 authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")*			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) 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)*.	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR *(see AGAR Page 1 Guidance Notes)*.	✓		

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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: 01/05/2021 to 25/05/21

Name of person who carried out the internal audit: PAMELA ANTHONY

Signature of person who carried out the internal audit: P Anthony

Date: 25/05/2021.

*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).

Turvey Parish Council

Year ending 31st March 2021

Note to Box F "not covered"

Box F was marked as "not covered" because Turvey Parish Council does not have Petty Cash

Signed:

Dated: 25th May 2021

Turvey Parish Council

Year ending 31st March 2021

Note to Box K "not covered"

Box K was marked as "not covered" because Turvey Parish Council completed AGAR Part 3 for the year 2019-2020 and had a limited assurance undertaken by Mazars.

Signed:

Dated: 15th July 2020

Turvey Parish Council

Year ending 31st March 2021

Note to Box L “not covered”

Box L was marked as “not covered” because Turvey Parish Council has a turnover above £25,000

Signed:

Dated: 15th July 2020

Turvey Parish Council

Bank Reconciliation as at 31st March 2021

Bank Balances as at 1st April 2020	**£**	**127,153.25**
Add Income received during 2020-21	£	54,159.56
	£	181,312.81
Less Expenditure during 2020-21	£	78,772.31
Balance per cashbook as at 31st March 2021	**£**	**102,540.50**
Bank Balances as at 31st March 2021	**£**	**102,540.50**

Turvey Parish Council

Analysis of Variance between 2019-20 and 2020-21

Box No	2019-20	2020-21	Difference (£)	Explanation (£)
2.	£33,900	£34,578	+£678	The decision was to keep the Band D rate the same but as the tax base increased there was a small increase in the precept request.
3.	£62,986	£19,582	-£43,404	Income was greater in 2019-20 than 2020-21 in the following areas: Precept paid in error by Bedford Borough Council (£33,900), VAT paid in error (£4,174), Bedford Borough Council Rural Grant (£20,000), Fireworks Event (£1,701) and Interest (£185.27). This totals £59,960.27). Income was greater in 20-21 than 2019-20 in the following areas: Groundwork UK grant (£6,699), CIL monies (£7,325.02), VAT (£887.25), burials (£645), football (£1,000). This totals £16,556.27. The difference is £43,404.
6.	£71,323	£71,286	-£37	Although there was a small difference in other payments between the years it is important to note that alongside ordinary running costs there were some significant payments in each financial year. In 2019-20 there was the repayment of £33,900 of the precept paid in error as well as £4,174.24 credited in error by HMRC. £5,746.19 was spent on new swings. There was also extra VAT reclaimed of £1,174.59. In 2020-21, £45,000 was transferred to the Turvey Pre-School, being earmarked reserves held by TPC of which £20,000 were a rural grant from Bedford Borough Council. £1,784 was a new boiler for the village hall and £987.28 was to fund bollards installed by Bedford Borough Council.

				General running costs were higher by £2,597 over 2019-20. This is explained by the fact that in 20-21 expenditure was higher in the following areas: audit £125, Tree lights purchased £245, Grass £370, spraying £78, defibrillator £335, NDP £1562, website £475 and hall hire £155. Offset against this is that expenditure was higher in 2019-20 in the following areas: traffic survey £165, stationery and office expenses £225, tree works £300 and water charges £58.
7. and 8.	£127,153	£102,541	-£24,612	The table below explains the difference between the level of reserves held at the end of the financial year 2019-20 and 2020-21. Reserves were spent in 20-21 in payments to Turvey Pre- School in the purchase of their facility of £25,000 which was granted by the Parish Council along with the £20,000 grant from Bedford Borough Council which was held for Turvey Pre-School. Additional CIL monies have been received this year which total £7,325.02. Although our overall balances have fallen, our contingency reserve has risen which is partly due some expenditures which were outstanding at the year end and did not go through until the new financial year 21-22.

Allocation of reserves	**balance 1/4/20**	**Added this year**	**Spent this year**	**Balance 31/3/21**
Salt Fund for The Green	£160.00			£160.00
Play Area/Rec improvements	£6,775.05			£6,775.05
Play Equipment Replacement Fund	£8,000.00			£8,000.00

Pavilion contingency fund	£6,000.00			£6,000.00
Cemetery improvements fund	£7,497.00			£7,497.00
Capital Improvements Fund	£17,346.00			£17,346.00
Tennis club fund	£6,271.90			£6,271.90
Neighbourhood Plan Fund	£4,519.16	£6,699.00	£6,317.98	£4,900.18
Pre School grant	£25,000.00		£25,000.00	£0
CIL Monies received April and Nov 20		£7,325.02		£7,325.02
General contingency fund	£25,584.14			£38,265.85
BBC Rural Funding for Pre School	£20,000.00		£20,000	£0
	£127,153.25			**£102,541.00**