

Contact details

Name of smaller authority **Berrington Parish Council**

County Area (local councils and parish meetings only): **Shropshire**

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Lorna Pardoe	Claire Wild
Address	"Home" Back Lane Longnor Shrewsbury Shropshire SY5 7PP	Newman's Hall Eaton Mascot Shrewsbury Shropshire SY5 6HE
Daytime telephone number	01743 718695	01743 762313
Mobile telephone number	-	-
Email address	Berringtonpc@gmail.com	Claire.wild@shropshire.gov.uk

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Berrington 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 that this 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
			✓

*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:

05/05/22

and recorded as minute reference:

MINUTE REFERENCE
10.5

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

Chairman

[Signature]

Clerk

[Signature]

berringtonparishcouncil.org.uk

Section 2 – Accounting Statements 2021/22 for

Berrington Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	65,715	94,554	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	14,500	15,503	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	49,968	20,797	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	7,109	7,415	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	28,520	13,597	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	95,554	109,842	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	95,554	109,842	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	330,815	330,815	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	N/A
			✓
			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

h. J. J. J. REQUIRED

Date *12/4/2022*

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

05/05/22

as recorded in minute reference:

10.6

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

Cal REQUIRED

Berrington Parish Council

berringtonparishcouncil.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.	✓		
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.			N/A
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 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')	✓		
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	✓		
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)	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not covered
Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

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

Name of person who carried out the internal audit

18/04/2022

JENNIFER GRIFFITHS

Signature of person who carried out the internal audit

Date

18/04/2022

*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).

Berrington Parish Council

Bank Reconciliation

Month ending 12th April 2022

Current Account

1994.21

Balance of Current Account

1994.21

Balance of High Interest account

2240.19

Transfer to Treasurers Account

Balance Instant Access Account after transfer

2240.19

Balance of Lightsource Account

25024.69

Transfer from Treasurer Account

Balance of Lightsource Account

25024.69

Balance of CIL account

80582.88

Transfer to Treasurer Account

Balance of CIL account

80582.88

Net balances as at 12th April 2022

109841.97

Total Cash & Investments 12th April 2022

The net balances reconcile to the Cash Book (receipts & payments account)
for this period as follows:

Cash Book carried forward

94553.94

Add receipts to date

36300.64

less Payments to date

21012.61

closing balance per cash book

Receipts and Payments book as at 1st February 2022

109841.97

prepared by L Pardoe Clerk & RFO

12th April 2022

Signed by Chairman



CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Berrington Parish Council**

County Area (local councils and parish meetings only): **Shropshire**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on ____Monday 13th June 2022

and ending on ____Friday 22nd July 2022

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2022 (i.e. Friday 1 July – Thursday 14 July).

We have suggested the following dates: Monday 13 June – Friday 22 July 2022. The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022.)

Signed: *LC Pardoe*

Role: Clerk & Responsible Officer

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.

Explanation of Variances Berrington Parish Council

Section 1	2020/2021 £	2021/2022 £	Variance (+/-) £	Detailed explanation of variance (with amounts £)
Box 2 Precept	14,500	15,503	+ £1,003	The Parish Council has received additional from the precept as additional properties allowed us to have more without increasing the cost to householders, taking the amount up by £308
Box 3 Other Income	49,968	20,797	-£29,171	The Solar park grant was down by £ 966 this year Village pump income was up by £33 Interest was down by £13 The council received revenue from other sources was up by £251 Vat refund is down by £53 Parish Council received £9,659.46 from the Community Infrastructure Levy Neighbourhood Fund for local projects within the community. This is a decrease on last year of £28,423.
Box 4 Staff Costs	7,109	7415	+£ 306	The clerk was awarded the National Pay award
Box 5 Loan Interest/ Capital	Nil	Nil	Nil	
Box 6 Other Payments	28,520	13,597	-£14,923	Administration costs are down by £319. Office costs are up by £11 Subscriptions are up by £123 Insurance is up by £44 Training is up £83 Lighting costs are up by £ 62 Street lights are down by £550 as there have been no new lamps etc Community Centre costs, are down £17,681. The Council had part of the Community Centre kitchen refurbished the previous year. Rents are up by £112, this is because the invoices arrived too late too be included last years financial papers. Audit is the same Newsletter costs are up by £756. This is due to the Covid 19 pandemic and the lockdown rules . deliveries are now back to normal.

Box 6 Continued from previous page.					<p>Village Maintenance is up by £ 1,633</p> <p>Website /ICO costs are the same.</p> <p>VAT to be reclaimed is down by £1182</p> <p>Play areas costs are down by £454</p> <p>There was no Youth club due to the Covid 19 Pandemic</p> <p>There were no Election costs this year</p> <p>There were no s137 grants this year</p> <p>The Community Led Plan costs are down £876.</p> <p>The Council owns Allotments and they required some remedial work doing to the wall costing £3315</p>
Box 7 Balances Carried forward	94,554	109,842	+£15,288		<p>This year the council has received an additional grant for CIL monies of £9,659.46 which added to the remainder of the CIL grant from the previous year is £73,415.28p . This money is put aside for Community infrastructure projects. The council has spent from CIL Pot to refurbish the kitchen on the much used Community Centre.</p>
Box 9 Fixed Assets & Long term Assets	330815	330,815	-		
Box 10 Total Borrowings	Nil		Nil		