

# Annual Internal Audit Report 2020/21

## Blymhill and Weston under Lizard Parish Council

<https://blymhill-westonparishcouncil.org.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. The authority 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).	✓		
O. (For local councils only)	Yes	No	Not applicable
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

Name of person who carried out the internal audit

15 JUNE 2021

EDWARD ANTONY THOMSON

Signature of person who carried out the internal audit



Date

15 JUNE 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).



## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Blymhill and Weston under Lizard 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	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
			✓

\*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

19/05/2021

and recorded as minute reference:

3048

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

Chairman

Clerk

### Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	No
✓	

<https://blymhill-westonparishcouncil.org.uk>



## Section 2 – Accounting Statements 2020/21 for

### Blymhill and Weston under Lizard Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	11,736	8,535	<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> <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	4,960	5,500	<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	0	2,000	<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	1,200	2,000	<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	450	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	6,511	6,003	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	8,535	8032	<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	8,535	8,032	<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	132	132	<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	<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 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

Date

28/05/2021

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

19/05/2021

as recorded in minute reference:

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

**Bank reconciliation – Example**

This reconciliation must include all bank and building society accounts and other short-term investments\*. It **must** agree to Box 8 in the column headed "Year ending 31 March 2021" in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis.

Parish Council Name BOYHILL AND WESTON UNDER LIZARD PARISH COUNCIL

Financial year ending 31 March 2021

Prepared by Pamela DELALOYE Parish Clerk (Name and Position) Date 18-05-2021

Balance per bank statements as at 31 March 2021:

e.g. Current account

£ £

High interest account

8032

Building society premium a/c

Petty cash float (if applicable)

N/A

Less: any unpresented cheques at 31 March 2021 (normally only current account)

Cheque number

Add: any un-banked cash at 31 March 2021

e.g. Allotment rents banked 31 March 2021 (but not credited until 1 April)

Net balances as at 31 March 2021

8032

*The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:*

**CASH BOOK**

Opening Balance 1 April 2020

Add: Receipts in the year

Less: Payments in the year

Closing balance per cash book [receipts and payments book] as at 31 March 2021 (**must equal net balances above**)

8535

7500

8000

8032

\* **Note:** Long-term investments should be excluded from the bank reconciliation and from Section 2,



## Explanation of significant variances in the accounting statements - Section 2

Parish Council name: BLYMOUTH AND WESTON UNDER LIZARD PARISH COUNCIL

Please explain any variances of more than 15% or anything over £100k between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. **We also ask you to explain any change where there is a movement to or from zero.** Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	2019/20 £	2020/21 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £10))
Box 2 Precept	4960	5500	+540	PRECEPT INCREASED TO COVER INCREASES IN STAFF COST AND NEW WEB SITE COSTS
Box 3 Other income	0	2000	+2000	GRANTS TOTALING 2000 FOR THE BLYMOUTH HERE TO HELP COVID COMMUNITY? - ACTION GROUP - THE COMMUNITY FOUNDATION CFS COVID 19 GRANT £1,000 GROUNDWORK.ORG.UK GRANT £500 GRANT FROM CILR HUSWORTH COVID 19 EMERGENCY FUND £500
Box 4 Staff costs	1200	2000	+800	AS CLERKS FEE HAD NOT INCREASED FOR OVER 7 YEARS IT WAS INCREASED TO £2000/A. Item 3001 in the PARISH COUNCIL MINUTES FOR THE 19th AUGUST 2020 meeting Proposed and passed.
Box 5 Loan interest/ capital	450	-	-450	NO PAYMENT REQUIRED BY SSOC
Box 6 Other payments	6511	6003	-508	2019/20 £2,950 spent on Pathway + Signage cleaning - none in 2020/21 2020/21 £2,000 paid out to Blymouth Here to Help in grants but that was covered by the Grants from Box 3
Box 7 Balances	8535	8032	-503	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve,

<i>carried forward</i>				please provide a breakdown.
Box 9 <i>Fixed assets &amp; long term assets</i>	132	132	—	Explain all movements in this category and not just those above 15% or over £100k
Box 10 <i>Total borrowing</i>	—	—	—	

**Reconciliation between Box 7 and Box 8 in Section 2 (31/03/2021). Note – this form is only required for authorities preparing their accounts on an income and expenditure basis**

Parish Council name: N/A

There should only be a difference between Box 7 and Box 8 where the accounts are prepared on an Income & Expenditure basis and where there are year-end adjustments for debtors/prepayments and creditors/receipts in advance. Please provide details of the year-end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
<b>Total of Box 7: Balances carried forward (31/3/2021)</b>		<input type="text"/>
Deduct: Debtors		
	<input type="text"/>	
Deduct: Payments made in advance (prepayments)		
	<input type="text"/>	
<b>Total deductions</b>		<input type="text"/>
Add: Creditors		
	<input type="text"/>	
Add: Receipts in advance		
	<input type="text"/>	
<b>Total additions</b>		<input type="text"/>
<b>Total of Box 8: Total cash and short term investments (31/3/2021)</b> (must agree to the net balances on bank reconciliation)		<input type="text"/>



Local Council name: BLIMHILL AND NETON UNDER LIZARD PARISH COUNCIL

Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

Clerk's name: <u>PHILIP DELALOGE</u>	RFO's name (if not clerk): <u>/</u>	Chair's name: <u>DAVID MADDOCKS</u>
Clerk working hours: <u>15 HOURS PER MONTH</u>	RFO working hours (if not clerk): <u>/</u>	
Parish Council registered address: <u>1 BRIDGEMAN COURT</u> <u>WESTON UNDER LIZARD</u> <u>NR SPITAL</u> <u>SHROPSHIRE</u> <u>TF11 8QH</u>	Parish Council registered address: <u>/</u>	Chair contact address: <u>PALMESTON</u> <u>CHATWELL</u> <u>NR NEWPORT</u> <u>SHROPSHIRE</u> <u>TF10 9BG</u>
Telephone: Primary contact number: <u>01952 850438</u>	Telephone: Primary contact number: <u>/</u>	Telephone: Primary contact number: <u>01952 691228</u>
Mobile/Alternative number: <u>07596114088</u>	Mobile/Alternative number: <u>/</u>	Mobile/Alternative number: <u>07703205037</u>
Generic e-mail address for the Authority (please only provide a personal e-mail address if the clerk / RFO does not have access to a generic e-mail account). <u>phil.delalogue@googlemail.com</u>		

Please return this form together with the  
Annual Governance & Accountability Return and other information requested.



**Confirmation regarding the exercise of public rights**

Parish Council name: BOYMHILL AND WESTON UNDER LIZARD PARISH COUNCIL

The Parish Council must inform the electorate of an exact 30 working day period during which public rights may be exercised.

The inspection period must commence no later than 1 July 2021.

The elector's rights must start **EXACTLY** one day after the annual return has been published on your website (or other free to access website used by the Council) with the statutory notice at Attachment 3.2. Publication of the annual return must be as soon as practical after the unaudited annual return has been approved by the Parish Council.

Working days are defined as Monday – Friday. They do not include Saturdays, Sundays and Bank holidays.

The inspection period commences on: 26.06.2021

And ends on: 28.07.2021

Signed:  Date: 30.05.2021

Position held: PARISH CLERK

## Attachment 3.2

Local council name: BLYNHILL AND WESTON UNDER LIZARD PARISH COUNCIL

## Notice of appointment of date for the exercise of public rights

Accounts for the year ended 31<sup>st</sup> March 2021

The Local Audit and Accountability Act 2014, and  
The Accounts and Audit (England) Regulations 2015 (SI 234)

1. Date of announcement: <u>30-05-2021</u>	(a) Insert date of placing of this notice on your website.
2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2021 these documents will be available on reasonable notice on application to:	(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.
(b) <u>PHILIP DELALOYE, PARISH CLERK</u> <u>1 BRIDGEMAN COURT, WESTON UNDER LIZARD</u> <u>NR SHAFANAL SHROPSHIRE, TF11 8QH</u> <u>01952 850438 or phil.delaloye@ccgc.nail.com</u>	(c) And (d) The inspection period must be 30 working days in total and commence no later than 1 July 2021.
commencing on (c) <u>20.06.2021</u>	
and ending on (d) <u>28.07.2021</u>	
3. Local Government Electors and their representatives also have: <ul style="list-style-type: none"> <li>• the opportunity to question the auditor about the accounts; and</li> <li>• the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f).</li> </ul> <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p>	
4. The audit is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your audit is being carried out by:	
Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF	
5. This announcement is made by (e) <u>Phil Delaloye</u> <u>PHILIP DELALOYE</u> <u>PARISH CLERK</u>	(e) Insert name and position of person placing the notice