# Annual Governance and Accountability Return 2022/23 Form 2

**To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review**

## Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must,** after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:

   a) does not meet the qualifying criteria for exemption; or

   b) does not wish to certify itself as exempt

2. Smaller authorities where the higher of all gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes:**

   a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2023.** Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and

   b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
   - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
   - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
   - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.

   **NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**

3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2023.**

## Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2022/23**, page 4
- **Section 1 – Annual Governance Statement 2022/23**, page 5
- **Section 2 – Accounting Statements 2022/23**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

## Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2022/23 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT.**

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

## Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2022/23, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2023. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2023.** Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6.** Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023.**

| **Completion checklist** – 'No' answers mean you may not have met requirements | | Yes | No |
|---|---|---|---|
| All sections | Have all highlighted boxes have been completed? | ✓ | |
| | Have the dates set for the period for the exercise of public rights been published? | ✓ | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | ✓ | |
| Section 1 | For any statement to which the response is 'no', is an explanation available for publication? | ✓ | |
| Section 2 | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval? | ✓ | |
| | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | ✓ | |
| | Has an explanation of significant variations been published where required? | ✓ | |
| | Has the bank reconciliation as at **31 March 2023** been reconciled to Box 8? | ✓ | |
| | Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party? | ✓ | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? *(Local Councils only)* | | N/A |

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

## Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

MELDON PARISH COUNCIL

certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2022/23: 4699-00

Total annual gross expenditure for the authority 2022/23: 2805-08

There are certain circumstances in which an authority will be **unable to certify itself as exempt,** so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not:**
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2023.
**Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer

Date 14/06/23

I confirm that this Certificate of Exemption was approved by this authority on this date: 14/06/23

Signed by Chairman

Date 14/06/23

as recorded in minute reference: 27

Generic email address of Authority: meldonparishcouncil@gmail.com

Telephone number: 07775907001

*Published web address

www.northumberlandparishes.uk/meldon

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.**

## Annual Internal Audit Report 2022/23

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www.northumberlandparishes.uk/meldon.

**During** the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")* | ✓ | | |
| **L.** The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | ✓ | | |
| **M.** In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).* | ✓ | | |
| **N.** The authority has complied with the publication requirements for 2021/22 AGAR *(see AGAR Page 1 Guidance Notes).* | ✓ | | |

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

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

02/05/2023

Name of person who carried out the internal audit

TRACEY BELL

Signature of person who carried out the internal audit

T Bell.

Date 02/05/2023

*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 2022/23

We acknowledge as the members of:

MELDON 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 2023, 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 | *has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.* |
|---|---|---|---|---|
| | | | ✓ | |

*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:

14/06/23

and recorded as minute reference:

27

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

Chairman

Clerk

| Information required by the Transparency Code *(not part of the Annual Governance Statement)* | Yes | No |
|---|---|---|
| The authority website/webpage is up to date and the information required by the Transparency Code has been published. | ✓ | |

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## Section 2 – Accounting Statements 2022/23 for

MELDON PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|---|---|---|
| | 31 March 2022 £ | 31 March 2023 £ | *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 | 4402 | 4181 | *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 | 2400 | 2400 | *Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.* |
| **3.** (+) Total other receipts | 0 | 2299 | *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 | 900 | 855 | *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 | 1721 | 1950 | *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 | 4181 | 6075 | *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 | 4181 | 6075 | *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 | 3155 | 3736 | *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).* |

| For Local Councils Only | Yes | No | N/A | |
|---|---|---|---|---|
| **11a.** Disclosure note re Trust funds (including charitable) | | ✓ | | *The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.* |
| **11b.** Disclosure note re Trust funds (including charitable) | | | N/A | *The figures in the accounting statements above do not include any Trust transactions.* |

I certify that for the year ended 31 March 2023 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 16/4/23.

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

14/06/23

as recorded in minute reference:

27

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

# Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: MELDON PARISH COUNCIL

County area (local councils and parish meetings only): NORTHUMBERLAND

**Financial year ending 31 March 2023**

Prepared by (Name and Role): MISS DEE SMITH Clerk/ RFO

Date: 16/04/2023

| | | £ | £ |
|---|---|---|---|
| **Balance per bank statements as at 31/3/23:** *e.g* Current Account | TSB | 6,074.57 | |
| | | | 6,074.57 |
| Petty cash float (if applicable) | | | - |
| Less: any unpresented cheques as at 31/3/23 *(normally only current account)* Cheque number | | | 0.00 |
| Add: any un-banked cash as at 31/3/23 *e.g* Allotment rents banked 30/3/xx *(but not credited unil 2 April)* | | | - |
| **Net balances as at 31/3/23 (Box 8)** | | | **6,074.57** |

## Explanation of variances – pro forma

Name of smaller authority: MELDON PARISH COUNCIL

County area (local councils and parish meetings only): Northumberland

**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).

| | 2021/22 £ | 2022/23 £ | 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 | 4,402 | 4,181 | | | | Explanation of % variance from PY opening balance not required - Balance brought forward agrees | |
| 2 Precept or Rates and Levies | 2,400 | 2,400 | 0 | 0.00% | NO | | |
| 3 Total Other Receipts | 0 | 2,299 | 2,299 | #DIV/0! | YES | Grant received from National Lottery for defibrillator for £2299.00 | |
| 4 Staff Costs | 900 | 855 | -45 | 5.00% | NO | | |
| 5 Loan Interest/Capital Repayment | 0 | 0 | 0 | 0.00% | NO | | |
| 6 All Other Payments | 1,721 | 1,950 | 229 | 13.31% | NO | | |
| 7 Balances Carried Forward | 4,181 | 6,075 | | | YES | VARIANCE EXPLANATION NOT REQUIRED<br>EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES | |
| 8 Total Cash and Short Term Investments | 4,181 | 6,075 | | | | VARIANCE EXPLANATION NOT REQUIRED | |
| 9 Total Fixed Assets plus Other Long Term Investments and | 3,155 | 3,736 | 581 | 18.42% | YES | Insurance (Zurich) value risen to £3736 in 2022-2023 | |
| 10 Total Borrowings | 0 | 0 | 0 | 0.00% | NO | | |

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

## Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

| | £ | £ | £ | |
|---|---|---|---|---|
| **Earmarked reserves:** | | | | |
| | Projects | 450 | | Coronation commenoration seat to be purchased in 2023/24. £550 deposit already paid. £550 to be paid on delivery in May 2023. |
| | Advertising | 1000 | | |
| | Defib | 2299 | | To be purchased in 23/24 |
| | Reserve 4 | | | |
| | Reserve 5 | | | |
| | Reserve 6 | | | |
| | Reserve 7 | | | |
| | | | 3749 | |
| **General reserve** | | 2326 | | |
| | | | 2326 | |
| **Total reserves (must agree to Box 7)** | | | **6075** | |

**MELDON PARISH COUNCIL**

**Budgetary Control Report 2022/2023 up to 31.03.2023**

| | 2022/2023 Budget | Spend at 31.03.2023 | | Expected turn out |
|---|---|---|---|---|
| | | | sub-total | |
| | £ | £ p | £ p | £ |
| **Balance brought forward at 1st April 2022** | **4,181** | | **4,180.65** | |
| | | | | |
| **Add Receipts** | | | | |
| Precept 22/23 | | | 2,400.00 | 2,400 |
| Grant Defib | | | 2,299.00 | |
| | 0 | 0.00 | | 0 |
| **Receipts to date** | | | | **0** |
| | | | | |
| **Sub-total** | **4180.65** | | **8,879.65** | **3,524** |
| | | | | |
| **Deduct payments** | | | | |
| Clerk's Salary | | 855.00 | | |
| Workplace pension | | 0.00 | | |
| Adminiistration | | 129.62 | | |
| IT/Website/DPA | | 110.00 | | |
| Insurance | | 224.90 | | |
| Internal Audit fees | | 45.00 | | |
| NALC Subscription | | 90.56 | | |
| Other Subscriptions/minor grants | | 0.00 | | |
| Other grants LGAct 1972 s. 137 | | 800.00 | | |
| Election costs | | 0.00 | | |
| Contingencies | | 0.00 | | |
| Projects | | 550.00 | | |
| Defib | | 0.00 | | |
| VAT paid | | 0.00 | | |
| **Payments to date** | | **2,805** | **2,805.08** | |
| | | | | |
| **Balance in hand per cash book** | | | **£6,074.57** | **3,524** |
| | | | | |
| **Cash at Bank 31.03.2023** | | | **6,074.57** | |
| **less unpresented payments** | | | **0.00** | |
| **Add income not yet credited** | | | **0.00** | |
| Agreed to cash book balance | | | **6,074.57** | |

**Notes**

| **Unpresented Payments** | **Cheque no.** | **£ p** |
|---|---|---|
| | | |
| | | **£0.00** |

| **Earmarked Balances** | **b/f** | **c/f** |
|---|---|---|
| Commemoration Projects | | 450.00 |
| Advertsing | | 1,000.00 |
| Defib | | £2,299.00 |
| Working balance | | £2,325.57 |
| **Total** | | **6,074.57** |

67 Burnstones
Newcastle
NE5 2DF
2nd May 2023

Dear Miss Smith

**Internal Audit – Meldon Parish Council Financial year ended 31st March 2023**

I have completed the internal audit for the 2022/2023 financial year.

I enclose a copy of my assessment of the systems of internal control and my audit checklist detailing the checks completed.

I have carried out the audit in accordance with the Accounts and Audit Regulations 2015 and the Governance and Accountability for Smaller Authorities 2018.

I am satisfied that the financial and administration systems of Council remain robust and I have no matters or issues to bring to the Council's attention.

I have completed the internal audit section of the external audit return.

Yours Sincerely

Mrs T Bell

# SYSTEM OF INTERNAL CONTROL

I have provided an internal audit service for Meldon Parish Council for the financial year ending 31 March 2023 and acting independently, I examined the system of internal control by undertaking the following full tests and reporting my findings to the Town Council.

| | TEST | UNDERTAKEN |
|---|---|---|
| 1 | Checking that books of account have been properly kept throughout the year | Yes |
| 2 | Checking a representative sample of payments to ensure that the Council's financial regulations have been met, invoices support payments, expenditure is approved and that VAT is correctly accounted for | Yes |
| 3 | Reviewing the Council's risk assessment and ensuring that adequate arrangements and insurance cover are in place to manage all identified risks. | Yes |
| 4 | Verifying that the annual precept request is the result of a proper budgetary process; that the budget process has been regularly monitored and that the Council's reserves are adequate | Yes |
| 5 | Checking a sample of income records to ensure that correct prices have been charged, income received, recorded and promptly banked and VAT is properly accounted for. | Yes |
| 6 | Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied. | Yes |
| 7 | Checking the accuracy of the assets and investment records | Yes |
| 8 | Testing the accuracy and timeliness of periodic and year-end bank account reconciliations. | Yes |
| 9 | Year-end testing on the completeness and accuracy of the financial statements | Yes |

On the basis of my examination and with reference to the tests listed above, it is my view that the Council have a system of internal controls in place that are adequate and effective for the purpose intended. Where considered appropriate, I have made recommendations to the Town Council for both reference and action.

**Tracey Bell**
**Internal Auditor**
**Date: 2 May 2023**