

Bank Reconciliation up to 30/04/2024 for Cashbook No 1 - Unity Trust Bank

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
27/03/2024	CR5-214196		13,343.00	13,343.00		R <input type="checkbox"/>	Receipt(s) Banked
15/04/2024	BACS	12.50		12.50		R <input type="checkbox"/>	Whimble Victory Hall
15/04/2024	BACS	332.40		332.40		R <input type="checkbox"/>	Rialtas Business Solutions Ltd
15/04/2024	BACS	609.59		609.59		R <input type="checkbox"/>	DALC
15/04/2024	BACS	751.32		751.32		R <input type="checkbox"/>	Amy Tregellas Clerk
15/04/2024	BACS	212.79		212.79		R <input type="checkbox"/>	HMRC
29/04/2024	HMRC		1,678.81	1,678.81		R <input type="checkbox"/>	Receipt(s) Banked
		<u>1,918.60</u>	<u>15,021.81</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/04/2024
for Cashbook 1 - Unity Trust Bank

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank	30/04/2024		46,787.82
			<u>46,787.82</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			46,787.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			46,787.82
		Balance per Cash Book is :-	46,787.82
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/04/2024
for Cashbook 2 - Santander Business Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander Business Account	30/04/2024		14,736.72
			<u>14,736.72</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			14,736.72
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			14,736.72
		Balance per Cash Book is :-	14,736.72
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**WHIMPLE PARISH COUNCIL
SCHEDULE OF PAYMENTS FOR MAY 2024**

PAYMENTS

Whimble Victory Hall (April 2024) fees - invoice 3906	£12.50
Pro Lawn Gardening Services - invoice 2848	£427.20
Source for Business Water bill number 5085617530 Recreation Ground, Whimble 01/02/24-12/04/24	£16.72
Source for Business Water bill number 5085578169 Grove Road Allotments, Whimble 19/10/23-08/04/24	£5.74
South West Water bill 5058305029 Heberton Close allotments, Whimble 09/01/24-09/04/24	£24.48
Tom Hobson Internal Audit invoice #010	£100.00
Clerk Salary (May 2024)	£751.32
HMRC PAYE Tax (May 2024)	£187.80
HMRC Employers National Insurance contributions (May 2024)	£24.99
<u>TOTAL ALL PAYMENTS</u>	<u>£1,550.75</u>

To protect files documents are stored in PDF format.
For accessibility any resident requiring a document in Word format please contact the Parish Clerk

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
<u>100</u> <u>Income</u>												
1076 Precept	24,350	24,350	0	0	26,686	0	26,686	13,343	0	0	0	
1080 Bank Interest	24	148	0	0	25	0	25	0	0	0	0	
1090 Allotment Income	607	692	0	0	750	0	750	0	0	0	0	
1095 Wayleave Income	0	22	0	0	0	0	0	0	0	0	0	
1100 Grass cutting reimbursement	0	318	0	0	0	0	0	0	0	0	0	
Total Income	24,981	25,531	0	0	27,461	0	27,461	13,343	0	0	0	
Movement to/(from) Gen Reserve	24,981	25,531			27,461		27,461	13,343	0			
<u>200</u> <u>Expenditure</u>												
4000 Clerks Salary	10,000	8,614	0	0	9,500	0	9,500	751	0	0	0	
4010 Payments to HMRC PAYE and NIC	0	0	0	0	2,700	0	2,700	213	0	0	0	
4060 Clerks Expenses	90	57	0	0	90	0	90	0	0	0	0	
4065 Councillor Expenses	0	80	0	0	100	0	100	0	0	0	0	
4070 Administration	160	4,462	0	0	600	0	600	277	0	0	0	
4080 Allotment Rent Expenditure	300	300	0	0	320	0	320	0	0	0	0	
4090 Audit Fees	500	310	0	0	500	0	500	0	0	0	0	
4100 Computer	200	0	0	0	200	0	200	0	0	0	0	
4110 DALC	400	396	0	0	529	0	529	532	0	0	0	
4120 Dog Bin Emptying	2,200	1,980	0	0	3,300	0	3,300	0	0	0	0	
4140 Grounds Maintenance	4,250	4,719	0	0	4,535	0	4,535	0	0	0	0	
4150 Hire of Victory Hall	250	203	0	0	250	0	250	13	0	0	0	
4160 Insurance	1,600	1,563	0	0	1,600	0	1,600	0	0	0	0	
4180 RBL Wreath	30	25	0	0	30	0	30	0	0	0	0	

Continued on next page

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4190	Telephone	700	91	0	0	120	0	120	0	0	0	0
4200	Training	170	0	0	0	170	0	170	0	0	0	0
4210	Water Rates	200	277	0	0	267	0	267	0	0	0	0
4240	Essential Repairs	3,000	40	0	0	2,000	0	2,000	0	0	0	0
4250	Community Grants	600	85	0	0	600	0	600	0	0	0	0
4270	Bank Service Charge	0	72	0	0	50	0	50	0	0	0	0
4280	General Maintenance	0	210	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	24,650	23,484	0	0	27,461	0	27,461	1,786	0	0	0
	Movement to/(from) Gen Reserve	(24,650)	(23,484)			(27,461)		(27,461)	(1,786)	0		
<u>999</u>	<u>VAT Data</u>											
115	VAT on Receipts	0	10,549	0	0	0	0	0	1,679	0	0	0
	Total Income	0	10,549	0	0	0	0	0	1,679	0	0	0
515	VAT on Payments	0	1,679	0	0	0	0	0	133	0	0	0
	Overhead Expenditure	0	1,679	0	0	0	0	0	133	0	0	0
	Movement to/(from) Gen Reserve	0	8,870			0		0	1,546	0		
	Total Budget Income	24,981	36,080	0	0	27,461	0	27,461	15,022	0	0	0
	Expenditure	24,650	25,163	0	0	27,461	0	27,461	1,919	0	0	0
	Movement to/(from) Gen Reserve	331	10,917			0		0	13,103	0		

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

WHIMPLE 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 2024, 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.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

***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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

WHIMPLE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	35,356	37,505	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	24,440	24,350	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,803	11,730	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	8,627	8,614	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	15,467	16,550	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	37,505	48,421	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	37,505	48,421	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	124,707	124,707	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)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Annual Internal Audit Report 2023/24

Whimble Parish Council

www.whimbleparishcouncil.org

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 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: 14/03/2024 to 14/05/2024
 Name of person who carried out the internal audit: Tom Hobson

Signature of person who carried out the internal audit:  Date: 15/05/2024

*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).

**Internal Audit Check - Whimble Parish Council
Year Ended 31st March 202**

1 - Records & Accounting

Commentary

1.1 - Records Maintained	With the introduction of the accounting software early in the financial year the regular reconciliations happened within a controlled system. They have all been published online for public access, signed off and minuted at meetings and the year end balance clearly agrees.
1.2 - Internal Controls	As per prior year, fundamental controls remain in place, dual sign off for payments. The introduction of budgetary monitoring reports is a clear and structured internal reporting tool in the current climate and I commend the introduction of this. Action has also clearly been taken on the updating of bank mandates that were quite out of date and I note that the recent Cllr resignation has meant further changes are needed to be made but already in motion.
1.3 - VAT	Given the introduction of the accounting system the VAT reclaim for the year and all the transactions have been posted through then the VAT reclaim process has had its manual element removed and therefore is likely to be more robust. The receipt from the prior year claim has clearly been received and VAT there is no reason to think VAT has not been accounted for correctly.
1.4 - Asset Register	Asset register maintained, though it looked as though an item still had value that had been written off on further conversations with the clerk it is clearly still in use.
1.5 - Petty Cash	No petty cash transactions to be considered.

2 - Procedures and Process

Commentary

2.1 - Governance Review	The AGAR has clearly been considered separately and in order by the Parish Council and the exercise for public rights clearly displayed. Due process as expected has clearly been followed and the new clerk in post evidently knows the requirements going forward; this is evidenced in the agenda for May 20th 2024 meeting.
2.2 - Code of Conduct	All Cllrs publish their declarations of interest and acceptance on appointment.
2.3 - Website Maintenance	As per prior year it would be ideal to have as many prior year AGARs and documents loaded for public view on the external website though I recognise the practice has now become standard and as a result the history is being built and presented over time.
2.4 - Review of Minutes Findings	Check of minutes carried out; nothing unexpected discovered.
2.5 - Regular Bank Reporting	Prior year issues with bank reporting have clearly been resolved, reconciliations are presented to the Council and approved appropriately, as above the introduction of the software has vastly improved the robustness of the inputting and subsequent manipulation of data.
2.6 - Budgeting	With the introduction of actual against budget reporting there is clear consideration of the financial position throughout the year. From the spot checks it looks as though the budget has slightly over anticipated the costs for the year and I'd suggest Cllrs be mindful of that going forward.
2.7 - Banking	The Victory Hall in Whimble is now clearly established as the address for the Council which creates stability. Santander bank mandate and practical use remains an issue as discussed with the Clerk. It might be worth considering transferring the funds to a more easily accessible bank and if possible seeing if there are higher interest bearing accounts available to a parish council in the higher interest rate environment though I fully expect this has the potential for an administrative burden.
2.8 - Payroll and PAYE / NIC	Evidence of PAYE and NIC considered in receipts and payments files and publicly declared.
2.9 - Cllr Vacancies	There are four vacancies on the Council, there has been clear effort to fill these vacancies with adverts in Whimble News. I understand it can be difficult to find willing individuals and I would just note that the more individuals the more robust a Parish Council can be.
2.10 - Schedule of Policies	The Clerk and Council have clearly invested time and effort in preparing clear protocols and controls related to a wide range of key policies combined with a schedule for review and consideration. This is so small amount of work and is very much to be commended. These are a public facing expression of the importance on controls and considerations carried out by the Parish Council and should give confidence to local residents.

Recommendations

- On insurance I would only flag that any new events, assets or activities may need additional insurance or at least flagging to the insurers as part of the cover.
- As mentioned above I would recommend the Parish Council consider moving away from Santander bank, in the higher interest rate environment greater returns could be secured on the returns and the administrative burden of the account is clearly problematic though I appreciate this will not be easy.

The date of first contact for this audit was 22nd March 2024 and final conversations with the interim clerk took place on 16th May 2024.

**Tom Hobson
Internal Auditor - Whimble Parish Council
17th May 2024**

**Whimble Parish Council
Items arising from the JPAG Practitioners Guide**

There are two items arising from the JPAG Practitioners Guidance that the Council needs to consider:

Internal Audit

The JPAG Practitioners Guide for 2024, which impacts on the 1 April 2024 to 31 March 2025 financial year, has been amended to update information relating to Internal Audit.

Section 1.35 states '*Internal audit — The authority needs to appoint an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities.*'

Section 1.36 states '*The internal auditor must be able to demonstrate independence from the council's financial decision making. The Clerk, RFO or Councillors (or close associates such as family members of those individuals) are not considered independent from the council's financial decision making.*'

In terms of Reporting on Internal and External Audit, the guidance sets out that: *Authorities will receive reports from both their internal and external auditors... In most cases, an additional narrative report to the full council would be expected... An authority should consider the matters included in these reports and decide what action it needs to take to prevent recurrence of the issues raised. The consideration and decisions should be included in formal minutes...It is advised that all councils publish this full report on their websites with the AGAR along with any comments from the external auditor.*

Recommendations:

Whimble Parish Council:

1. Review its Internal Audit arrangements for the 2024/25 financial year to ensure that the auditor is '*an independent and competent*' person.
2. The Internal and External Auditors reports are taken to the appropriate Council meetings for consideration and minuting, along with any action plans put together to address any recommendations raised in the report.
3. The Internal Audit Report is published on the Council website by the end June each year
4. The External Audit Report is published on the Council website by the end September each year.

Email Management

Email management is highlighted as an important issue in the JPAG guidance, particularly the importance of using .gov.uk domains for websites and emails

The guidance states:

'All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name. Note that Parish meetings are exempt from the requirement to have a website.

To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.

When choosing a domain name all councils must follow the rules set out by the Cabinet Office to choose a .gov.uk domain name, for example, 'ourparishcouncil.gov.uk' with email addresses linked to that domain.

Using a .gov.uk domain for your council website and email accounts gives Parish Councils the following advantages:

- Increased professionalism and trust from members of your community, partners and suppliers because your email address and website domains are a trusted government brand.*
- Separation of your personal life from your professional life, ensuring members of your community, partners and suppliers understand what capacity you are emailing them in - whether a Councillor or Clerk.*
- Increased control for the Responsible Officer over email accounts and documentation when managing new joiners, leavers, sudden absences or Freedom of Information and Subject Access Requests.*
- Peace of mind that your .gov.uk Parish Council domain will never be sold to someone else if it is not renewed on time, which can happen with .co.uk, .org.uk and other commercial domains.*
- Additional security measures, as all .gov.uk domains are checked for any cyber vulnerabilities by the Cabinet Office and reported to the Responsible Owner, or your technical point of contact, so they can be fixed.'*

The view of the Cabinet Office is also shared by the Information Commissioner's Office, particularly in relation to data security, meeting the requirements of the Data Protection Act, and dealing with Freedom of Information Requests and Subject Access Requests.

Town and Parish Councils are eligible to apply for a .gov.uk email address. The process involves writing to the Cabinet Office to request that a domain name is delegated to the Council.

Recommendations:

The Council resolve to approve that:

5. The Parish Clerk contact the Cabinet Officer to request that the domain name of whimpleparishcouncil.gov.uk is delegated to the Council.
6. Once the domain name has been delegated, that all Councillors are set up with a new .gov.uk email address, and that this email address is the only email address used for Council business.
7. Once the domain name has been delegate, that the website address is changed to the gov.uk address.