

HARTING PARISH COUNCIL

Minutes of the meeting of the **Finance Committee** held at **6.00 pm** on

Tuesday 6 June 2023

The meeting was held via Zoom video link.

Present: Mr Bonner (Chairman), Mrs Bramley, Mr Miller, Mr Palmer and Mr Shaxson.

In attendance: Trish Walker, Parish Clerk

1. Apologies for Absence: None.

2. Declarations of Interest: None.

3. Minutes from Meeting held on 23 February 2023

The minutes were agreed by the members and will be signed in due course.

4. Internal Audit

The members noted the Internal Audit had been completed successfully with no major concerns and noted the report. The auditor had acknowledged an error on pages 6 & 7 of the report stating the Council was not a Sole Trustee. However, this was shown correctly on the AGAR forms and in the detail of section O of the Internal Audit report.

5. Annual Statements and Annual Governance and Accountability (AGAR) returns 2022/23

The members considered the AGAR and the associated accounting statements and agreed they should be presented to the Council on 15 June 2023 for approval.

See Appendix A for the following documents:

- Budget Statement to 31 March 2023
- Income and Expenditure Statement to 31 March 2023
- Balance Sheet as at 31 March 2023
- Bank reconciliation at 31 March 2023
- AGAR returns for the year ending 31 March 2023
- Notice of public rights

The following proposal was agreed:

The members agreed to report to the Council that have considered the annual accounting statements and recommend them for adoption.

6. Insurance

The Parish Council pays three insurance policies per annum:

- i. Council insurance and public liability

- ii. Harting Community Hall (paid as grants on behalf of the Trustees who review the Insurance requirements each year)
- iii. War Memorial Playing Fields (paid as grants on behalf of the Trustees who review the Insurance requirements each year)

All schedules have been reviewed at time of renewal during the year and will be further reviewed as they become due. The Council agreed to sign up to three year terms for each of the policies to ensure a period of stability.

It was noted that Gallagher have moved from a multi-insurer solution to a single insurer approach. It was agreed the Council should investigate other providers although this may need to be actioned after the three year period has expired.

As the Council has become the Sole Trustee for the Community Hall there may be a potential benefit to combine the Council and the Hall insurance policies, this will be investigated further.

The following proposals were agreed:

that the Committee agree to report to the Council that the insurance schedules for the Council, Community Hall and the War Memorial Playing Fields have been reviewed.

7. Review of Finance Committee Terms of Reference

The members reviewed the Finance Committee Terms of Reference and the following amendment was suggested:

- That the wording in Section 2, bullet point 2, should be changed to remove the words “to review risk assessments

The following proposal was agreed:

The members agree the amendments and that the revised Finance Committee Terms of Reference should be reported to the Council for approval

8. Financial Regulations

The Financial Regulations were reviewed, and it was considered that no amendments were necessary.

The following proposal was agreed:

The members agreed to report to the Council that the Financial Regulations have been reviewed.

9. Budget process 2023/2024

The budget will need to be prepared by the Finance Committee in sufficient time to be considered at the full Council meeting in December 2022.

Each committee is asked to provide a breakdown of proposed projects for the forthcoming financial year. The information is then collated along with the other standard costs and the annual budget requirement and precept request is agreed.

It was agreed that the clerk would contact the various committees and ask them to provide budget requests for the financial year 2024/25 by 30 September 2023.

It is hoped there will be a Council workshop in July to enable the members to discuss and consider possible projects that might be taken to Council for approval in the next four year term and how this might impact the budget.

10. Staff and Council subscriptions

There are currently three subscriptions paid to WSALC, NALC and SLCC (clerk's membership). These subscriptions are necessary to the Parish Council as the associations provide useful advice and information.

The following proposal was agreed:

The members agreed to report to the Council that they agree the subscriptions should be retained at the current level.

11. Items for next meeting

- 2024/25 budget
- Precept requirement for 2024/25
- Grants for 2024/25

12. Date of next meeting

The next meeting will be arranged for Oct/Nov 2023.

The meeting closed at 6.30pm

Harting Parish Council
Budget Monitoring
Year ending 31st March 2023

Report dated:

31 March 2023

| <u>Budget</u> | | <u>Year to date</u> | | <u>Difference</u> |
|-------------------|---|-------------------------------|------------------|-------------------|
| | | Income | Expenditure | |
| 54,835.00 | Precept | 54,835.00 | | 0.00 |
| | Insurance claims | 5,076.50 | | -5,076.50 |
| | Sale of timber | - | | 0.00 |
| | Grants | - | | 0.00 |
| | Tree Council grant | 4,763.78 | | -4,763.78 |
| | Interest | 335.82 | | -335.82 |
| | Sundries | - | | 0.00 |
| | Donations | 6,965.00 | | -6,965.00 |
| <u>54,835.00</u> | | <u>71,976.10</u> | | <u>-17,141.10</u> |
| 17,580.00 | Staff salary | | 17,306.15 | 273.85 |
| 7,250.00 | Administration | | 6,896.74 | 353.26 |
| 500.00 | Subscriptions/memberships/training | | 485.30 | 14.70 |
| 2,100.00 | Capital expenditure | | 301.00 | 1,799.00 |
| 10,600.00 | Maintenance | | 11,363.28 | -763.28 |
| 13,705.00 | Grants | | 12,626.36 | 1,078.64 |
| | Insurance claims | | 5,076.50 | -5,076.50 |
| - | Contingency | | | - |
| | | | <u>54,055.33</u> | <u>- 2,320.33</u> |
| b/f | budget | Specific funding | | bal |
| - | 2,350.00 | WMPF grant | 4,191.83 | - 1,841.83 |
| 9,056 | 2,350.00 | HCH Grant | 6,667.00 | 4,739.00 |
| 1,820 | - | Operation Watershed | - | 1,820.45 |
| | | CIL | 10,094.42 | 4,276.94 |
| <u>10,876.45</u> | <u>56,435.00</u> | <u>10,094.42</u> | <u>16,676.31</u> | <u>8,994.56</u> |
| | 8,517.77 | VAT receipts/payments | 6,519.02 | |
| | | Debtors paid | 150.00 | |
| | | Creditors/accruals paid | | |
| | 90,588.29 | Total spend to match bank rec | 77,400.66 | - |
| - 1,600.00 | General Surplus/(Deficit) for the year | | 17,920.77 | |

Harting Parish Council

Income and Expenditure

Year ending 31st March 2023

| <u>Year</u> | | <u>Year</u> |
|------------------|--|------------------|
| <u>2021/22</u> | | <u>2022/23</u> |
| | <u>Income:</u> | |
| 54,162.00 | Precept | 54,835.00 |
| - | Insurance claims | 5,076.50 |
| - | Grants | - |
| 1,087.75 | Donations | 6,965.00 |
| - | Sale of timber | - |
| 3,136.27 | Sundries | - |
| - | Interest | 335.82 |
| - | Tree Council grant | 4,763.78 |
| - | CIL | 10,094.42 |
| <u>58,386.02</u> | | <u>82,070.52</u> |
| | <u>Expenditure:</u> | |
| 13,635.50 | Staff salary | 17,306.15 |
| 216.00 | Staff expenses | 216.00 |
| 6,993.85 | Administration | 6,680.74 |
| 397.79 | Subscriptions/memberships/training | 485.30 |
| 3,892.58 | Capital expenditure | 301.00 |
| 3,274.25 | Tree Council expenditure | - |
| 15,784.22 | Maintenance | 11,363.28 |
| 3,031.07 | S137 payments (max £8.82 per electors 11.91 pa = £10504) | 300.00 |
| 7,948.27 | Grants | 17,026.36 |
| - | Insurance claims | 5,076.50 |
| - | CIL | 5,817.48 |
| <u>55,173.53</u> | | <u>64,572.81</u> |
| 3,212.49 | Surplus/(Deficit) for the year | 17,497.71 |
| 51,249.86 | General Fund B/fwd.1st. April 2021 | 55,535.46 |
| 1,073.11 | Ponds reserve transfer to general funds | - |
| | CIL funds transfer from general funds | 4,276.94 |
| <u>55,535.46</u> | General fund closing balance | <u>68,756.23</u> |

Signed.....date.....

Chairman

Signed.....date.....

R.F.O.

Harting Parish Council

Balance sheet

| 31 March 2022 | | as at | | 31 March 2023 |
|-----------------------------|--|---|-----------------|-------------------------|
| 2,131.26 | | Debtors (VAT) | | 132.51 |
| - | | Prepayments (WMPF) | | 1,841.83 |
| | | <u>Bank Balances:</u> | | |
| 64,930.65 | | Unity current account | 78,118.28 | |
| 64,930.65 | | | | 78,118.28 |
| <u>67,061.91</u> | | | | <u>80,092.62</u> |
| <u>9,706.00</u> | | Creditors/Accruals (Audit fees/HCH) | <u>5,239.00</u> | |
| 9,706.00 | | | | 5,239.00 |
| <u><u>57,355.91</u></u> | | Net Assets | | <u><u>74,853.62</u></u> |
| Represented by:- | | | | |
| <u>Ponds reserve</u> | | | | |
| 1,073.11 | | Opening balance | - | |
| - | | Income received | - | |
| <u>1,073.11</u> | | Less Payments | <u>-</u> | |
| - | | Pond reserve (held in general bank account) | | - |
| <u>CIL</u> | | | | |
| 4,756.27 | | Opening balance | - | |
| 4,756.27 | | Income received | 10,094.42 | |
| - | | Less Payments | <u>5,817.48</u> | |
| - | | CIL balance | | 4,276.94 |
| 1,820.45 | | Operation watershed balance | | 1,820.45 |
| 55,535.46 | | <u>General Fund</u> | | 68,756.23 |
| <u><u>57,355.91</u></u> | | | | <u><u>74,853.62</u></u> |

Signed.....date.....
Chairman

Signed.....date.....
R.F.O.

Harting Parish Council

Bank reconciliation

| <u>Date</u> | <u>Notes</u> | <u>Income</u> | <u>Expenditure</u> | <u>Balance</u> |
|-------------|---------------------------|------------------|--------------------|--------------------------|
| 01-Apr-22 | HSBC current account | | | 64,930.65 |
| | Opening Balance | | | <u>64,930.65</u> |
| | | 90,588.29 | 77,400.66 | |
| | Closing cash book balance | | | <u><u>£78,118.28</u></u> |

Reconciliation Statement as at

31 March 2023

| | | |
|------------------------------|------------------------------------|--------------------------|
| Per Bank: | Unity Trust bank - current account | 17,782.46 |
| | Unity Trust bank - deposit account | 60,335.82 |
| | | <u><u>£78,118.28</u></u> |
| Plus: Outstanding receipts | | |
| | | <u>-</u> |
| Less: Outstanding payments - | | <u>0.00</u> |
| | | <u><u>78,118.28</u></u> |
| | | <u>0.00</u> |

Chairman: Signed..... date.....

Non bank signat Signed..... date.....

RFO: Signed..... date.....

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
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**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.


It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 and the subsequent work by the external auditor.
- 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- 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.
- **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.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that 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? | | |
| | Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor? | | |
| 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', has an explanation been published? | | |
| 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? | | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. |  | |

**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

Annual Internal Audit Report 2022/23

ENTER NAME OF AUTHORITY
Harting Parish Council

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS
harting-pc.gov.uk /WEBPAGE ADDRESS

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).

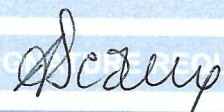
Date(s) internal audit undertaken

29/09/2022 02/05/2023 DD/MM/YYYY

Name of person who carried out the internal audit

Andy Beams, Mulberry & Co LAUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED


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:

Harting Parish Council
ENTER NAME OF AUTHORITY

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. | | | <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 Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS
harting-pc.gov.uk

Section 2 – Accounting Statements 2022/23 for

Harting Parish Council
ENTER NAME OF AUTHORITY

| | Year ending | | Notes and guidance |
|--|--------------------|--------------------|---|
| | 31 March 2022 £ | 31 March 2023 £ | |
| 1. Balances brought forward | 54143 | 57356 | 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 | 54162 | 54835 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 4224 | 27236 | 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 | 13636 | 17306 | 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 | 41537 | 47267 | 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 | 57356 | 74854 | 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 | 64931 | 78118 | 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 | 832605 | 832953 | 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) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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

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 Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Harting Parish Council

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Harting Parish Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement Friday 16 June 2023 a)

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:

(b) Trish Walker, Clerk and RFO
The Old Post Office, South Harting, Petersfield, Hants. GU31 5PU
Tel: 01730 825201

commencing on (c) Monday 19 June 2023

and ending on (d) Friday 28 July 2023
[the 30th working day after (c) above]

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

Moore (Ref AP/HD)
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ



5. This announcement is made by (e) Trish Walker

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

By law, any interested person has the right to inspect the accounting records of smaller authorities. If you are a local government elector or registered to vote in the local councils' elections, then you are able to ask questions about the accounts and object to them.

The right to inspect the accounting records

When your council has finalised its accounts for the previous financial year, they must advertise that they are available for people to inspect. You must then provide the council with reasonable notice of your intentions. Following this, by arrangement you will then have 30 working days to inspect and make copies of the accounting records and supporting documents. You may be required to pay a copying charge.

The right to ask the auditor questions about the accounting records

If you have any questions regarding the accounting records, you should first ask your smaller authority. This must be done during the 30-day period for the exercise of public rights. You may also ask the appointed auditor questions about an item in the accounting records. However, the auditor can only answer 'what' questions, not 'why' questions so is limited with their response. To avoid any confusion, it is advised that you put your questions in writing.

The right to make objections

Should you view something as unlawful or believe there are matters of wider concern in the accounts, you may wish to object. If you are a local government elector, you have the right to ask the external auditor to apply to the courts for a declaration that an item is contrary to the law and should be reported as a matter of public interest. This must be done by telling the appointed auditor which specific item in the accounts you object to and why you believe it to be unlawful or think a public interest report should be made about it. You must provide clear evidence to support your objection, and this should be done in writing and the copied to the council.

You should not use the 'right to object' to make a personal complaint or claim against your smaller authority. Complaints of this nature should be taken to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

A final word

Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, the auditor must consider the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you may have to pay for the action yourself.