

Grimoldby and Manby Parish Council

Ref: Audit 22-23

**THE FOLLOWING ACCOUNTING
STATEMENTS, AS PUBLISHED
ON 22ND JUNE 2023,
ARE UNAUDITED AND MAY
BE SUBJECT TO CHANGE.**

Signed: 
Clerk and RFO
22nd June 2023

GRIMOLDBY AND MANBY PARISH COUNCIL
INTERNAL AUDIT 2022 2023

I have carried out the audit of Grimoldby & Manby Parish Council for the year 1st April 2022 to 31st March 2023 and make the following observations and notes:

- | | |
|---------------------------|--|
| A ACCOUNTS | Accounts are kept on a spreadsheet clearly showing income and expenditure, including cheque numbers, albeit very small print ! |
| B FINANCIAL REGS/INVOICES | The council has in place substantial Regulations, which are reviewed periodically and confirmed by council. Invoices are properly recorded and VAT properly accounted for and claimed. |
| C RISK ASSESSMENT | The Council has in place substantial Risk Management and all policies, including Standing Orders, Financial Regulations and Code of Conduct were adopted in March 2022 and other policies reviewed and adopted in June 2022. |
| D PRECEPT/PROGRESS | Budget progress is regularly monitored and the precept setting process was undertaken in full at the appropriate meeting |
| E INCOME/VAT | Expected income was received and recorded on the spreadsheet. |
| F PETTY CASH | There is no petty cash held. |
| G SALARIES | Salaries are paid and approved by Council and a PAYE system is in place and operated by the Clerk |
| H ASSETS | The Asset Register is up to date and reviewed in March 22. |
| I RECONCILIATIONS | There are monthly bank reconciliations and reports to council done throughout the year. |
| J ACCOUNTING BASIS | The correct accounting basis has been used and supported by audit trail and bank statements. |
| K TRUST FUND | There are no trust funds. |

I have no concerns to raise regarding the Council's financial management and the Clerk has kept all records in good order, with good audit trails in place. I raised a couple of queries with the Clerk and am satisfied with the answers and therefore I am happy to submit the internal audit with no notes.

J. Cooper BSc

6th June 2023

Annual Internal Audit Report 2022/23

GRIMOLDBY + MANBY PARISH COUNCIL

HTTPS://GRIMOLDBY-MANBY.PARISH.LINCOLNSHIRE.GOV.UK/

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.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DDMMYYYY 06/06/23 DDMMYYYY

ENTER J. COOPER

Signature of person who carried out the internal audit

REQUIRED

Date 06/06/23

***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:

GRIMOLDBY + MANBY 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.

***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:

21/06/2023

and recorded as minute reference:

T36: b. REFERENCE

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

Chairman

T. KNOWLES

Clerk

E. PHILLIPS

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Section 2 – Accounting Statements 2022/23 for

GRIMOLDBY + MANBY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	47235	59219	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	25080	24803	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1556	5213	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	5433	6630	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	9219	10210	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	59219	72395	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	59219	72395	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	288450	289050	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	NIL	NIL	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 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

S. Phillips

Date

04/06/2023

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

21/06/2023

as recorded in minute reference:

MT36 REFERENCE

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

T. G. G. G. G.

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

Name of smaller authority: GRIMOLDBY + MANBY PARISH COUNCIL

County Area (local councils and parish meetings only): LINCOLNSHIRE

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

Commencing on FRIDAY 23RD JUNE 2023

and ending on THURSDAY 3RD AUGUST 2023

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2023 (i.e. Monday 3 July – Friday 14 July).

We have suggested the following dates: Monday 5 June – Friday 14 July 2023. The latest possible dates that comply with the statutory requirements are Monday 3 July – Friday 11 August 2023.)

Signed: entPhillips

Role: CLERK + RFO

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

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

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 2023" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: **GRIMOLDBY AND MANBY PARISH COUNCIL**

County area (local councils and parish meetings only): **LINCOLNSHIRE**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **MRS. LYNDA PHILLIPS CLERK/RFO**

Date: **04/06/2023**

	£	£
Balance per bank statements as at 31/3/23:		
Treasurers Account	<u>74,223.92</u>	74,223.9
Petty cash float (if applicable)	N/A	-
Less: any un-presented cheques as at 31/3/23 (enter these as negative numbers)		
Cheque number: 1378	(450.00)	
1388	(30.00)	
1397	(119.40)	
1398	(22.00)	
1399	(65.00)	
1400	(1,030.00)	
1401	<u>(112.58)</u>	
		(1,828.98)
Add: any un-banked cash as at 31/3/23		
N/A	<u>-</u>	-
Net balances as at 31/3/23 (Box 8)		<u><u>72,394.9</u></u>

Explanation of variances

Named smaller authority: **Crummock Hill Manby Parish Council**
 County area (local councils and parishes): **Craven**

Insert figures from Section 2 of the AGA 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	47,235	49,219				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	25,080	24,803	-277	1.10%	NO		
3 Total Other Receipts	1,556	5,213	3,657	235.03%	YES		1) Two adhoc grants were received from the District Council in 2022-23 of £1,000 each for Platinum Jubilee Commemorations. 2) The Pavilion was rented out more in 2022/23. In 2021/22 £322 was taken. An increase of £259 was seen in 2022/23. 3) Allotment rent was maximised. In 2021/22 £222.06 was taken. An increase of £27.94 was seen in 2022/23. 4) The Council received the County Council's contribution towards grass cutting for 2021/22 in 2022/23 this totalled £1,024.92. 5) The County Council's contribution to grass cutting for 2022/23 increased by £38.21. 6) A cheque in the sum of £30 was spent by the recipient. This had to be shown to re-enter the accounts before it could be re-issued. 7) Two cheques for HMRC totalling £183.20 were lost in the post. These had to be cancelled and shown to re-enter the accounts before being re-issued. This leaves a total of £94 or 3% of the increase unexplained.
4 Staff Costs	5,433	6,630	1,197	22.03%	YES		1) NJC salary scales were increased mid year resulting in back pay due of £242.79. 2) Staff hours were increased in 2022/23 and staff were awarded extra SCP's to take account of increased responsibilities as more assets were acquired. This resulted in an increase in wages payments of £520.28 over the year. 3) 1 and 2 above resulted in increased payments to HMRC. The increase over the year totalled £396.96. This leaves a total of £37 or 3% unexplained.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	9,210	10,210	991	10.75%	NO		
7 Balances Carried Forward	59,219	72,395				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	59,219	72,395				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	288,450	289,050	600	0.21%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

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:			
EMR Specialist .gov email addresses/IT	1,000.00		
EMR Speed Sign	1,150.00		
EMR Play Park	5,000.00		
EMR Elections	2,000.00		
EMR Audit	100.00		
EMR Allotment/Football Field/Pavilion	5,000.00		
EMR Defibrillator	600.00		
EMR Tennis Courts	3,000.00		
EMR Contingency	2,000.00		
EMR Noticeboards	1,807.34		
EMR Filing Cabinets	500.00		
		<u>22,157.34</u>	
General reserve	<u>50237.66</u>	<u>50237.66</u>	
Total reserves (must agree to Box 7)			<u><u>72395</u></u>