

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

PALGRAVE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' 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
			✓

*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:

04/05/2021

and recorded as minute reference:

05.04.17.2

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

Chairman

[Signature]

Clerk

[Signature]

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

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	✓	

www.palgrave.suffolk.net

Section 2 – Accounting Statements 2020/21 for

PALGRAVE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	50,410	52,823	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	14,595	14,770	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	10,362	19,141	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	7,117	8,447	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	15,427	33,878	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	52,823	44,409	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	52,823	44,409	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	33,938	37,092	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

(Penny)
04/05/2021

Date

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

04/05/2021

as recorded in minute reference:

05.04.17.2

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

[Signature]

Annual Internal Audit Report 2020/21

PALGRAVE PARISH COUNCIL

palgrave.onesuffolk.net

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ PETTY CASH NOT HELD
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) 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

30/04/2021

Name of person who carried out the internal audit

TREVOR BROWN C.P.F.A.

Signature of person who carried out the internal audit

T. BROWN

Date

30/04/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

PALGRAVE PARISH COUNCIL

ACCOUNTING STATEMENT Y/E 31/3/2021

2019/20	RECEIPTS	2020/21
£14,595.00	Precept	£14,770.00
£1,100.00	Cemetery	£3,090.00
£2,092.37	VAT	£1,708.15
£1.00	Miscellaneous	£0.00
0.00	District Council Covid Grant	£2,000.00
£7,168.45	CIL Payments	£12,342.92
£24,956.82	TOTAL RECEIPTS	£33,911.07
	PAYMENTS	
£356.00	Audit	£150.00
£5,792.70	Grounds Maintenance	£4,801.40
£7,117.03	Clerk's Salary	£8,446.68
£558.03	Clerk's and Administration expenses	£1,273.04
	Bank charges	£54.00
	Website other	£120.00
£150.00	Meeting Rooms	£55.00
£476.40	Subscriptions – SALC, PDCC, SPS, website	£507.19
£522.03	Insurance	£662.24
£330.00	S.137 payments	£380.00
£0.00	Other Donations / CIL transfer	£0.00
£903.74	CIL Expenditure	£22,809.37
£24.17	Training	£25.00
£110.78	Elections	£0.00
£861.52	Footway Lighting	£992.25
£246.00	Bin Emptying	£253.38
£2,094.72	VAT	£1,795.36
£3,000.00	Community Speedwatch (project)	£0.00
£22,543.12	TOTAL PAYMENTS	£42,324.91

RECEIPTS AND PAYMENTS SUMMARY

2019/20		2020/21
£50,409.70	Balance as at 1 April	£52,823.40
£24,956.82	Total Receipts	£33,911.07
£22,543.12	Less Payments	£42,324.91
£52,823.40	TOTAL	£44,409.56

CUMULATIVE FUNDS REPRESENTED BY (AT 31ST MARCH 2021)

2019/20		2020/21
£53,070.90	Current Account	£44,409.56
£247.50	Less unrepresented cheques	-
	chqs 247, 249, 250	
£52,823.40	Balance c/f	£44,409.56

EARMARKED FUNDS REPRESENTED BY (AT 31ST MARCH 2021)

Replacement Street lighting	£5,000.00
Purchase of The Green as Community Asset	£500.00
Community Infrastructure Levy (CIL) for PIIP projects	£9,190.63
Total	£14,690.63

Explanation of variances – pro forma

Name of smaller authority: **PALGRAVE PARISH COUNCIL**
 County area (local councils and MID SUFFOLK)

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: 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).

	2019/20 £	2020/21 £	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	50,410	52,823					
2 Precept or Rates and Levies	14,595	14,770	175	1.20%	NO		
3 Total Other Receipts	10,362	19,141	8,779	84.72%	YES		Cll. income of 12,343, Covid Grant of £2,000, Cemetery Income of £3,090, VAT reclaimed of £1,708
4 Staff Costs	7,117	8,447	1,330	18.69%	YES		Staff costs increased due to the extraordinary extra work caused by the Covid-19 pandemic. These are not expected to be repeated this year.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	15,437	33,878	18,451	119.60%	YES		Suffolk Highways paid £19,700 as 50% contribution to 4 Highways projects in Palgrave. Extra Speed Indicator Device and accessories purchased of £2,409.37 and £700 paid for a Footpath project under our PIP plan.
7 Balances Carried Forward	52,823	44,409			YES	VARIANCE EXPLANATION NOT REQUIRED 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	52,823	44,409				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	33,938	37,092	3,154	9.29%	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

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with 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 credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as net

Name of smaller authority: **Palgrave Parish Council**

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

Financial year ending 31 March 2021

Prepared by (Name and Role): **Caroline Emeny, Clerk and Responsible Financial Officer**

Date: **21/04/2021**

	£	£
Balance per bank statements as at 31/3/xx:		
Unity Trust Bank	£44,409.56	£44,409.56
Petty cash float (not applicable)		£0.00
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)		
item 1	nil	£0.00
Add: any un-banked cash as at 31/3/21		
N/A		£0.00
Net balances as at 31/3/21 (Box 8)		<u>£44,409.56</u>

Contact details

Name of smaller authority: **PALGRAVE PARISH COUNCIL**

County Area (local councils and parish meetings only): **MID SUFFOLK DISTRICT COUNCIL**

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	CAROLINE EMENY	NEIL WESTON
Address	2 OLD SCHOOL LAXFIELD SUFFOLK IP13 8DL	THE OLD RECTORY UPPER ROSE LANE PALGRAVE SUFFOLK IP22 1AP
Daytime telephone number	01986 798422	01379 650726
Mobile telephone number	07899 857351	07802 225194
Email address	palgravepc@gmail.com	neil.r.weston@gmail.com

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

Name of smaller authority: **PALGRAVE PARISH COUNCIL**

County Area (local councils and parish meetings only): **MID SUFFOLK**

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 **Monday 14 June 2021**

and ending on **Friday 23 July 2021**

(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 2021 (i.e. Thursday 1 July – Wednesday 14 July).)

We have suggested the following dates: Monday 14 June – Friday 23 July 2021. The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021.)

Signed: 

Role: Clerk & Responsible Financial Officer

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

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

PKF Littlejohn LLP (Reg SBA Team)
15 Westferry Circus
Canary Wharf
London E14 4HD
(0203) 200000

This announcement is made by (e) Mrs C Emery, Clerk & Responsible Financial Officer, Palgrave Parish Council

Smaller authority name: **PALGRAVE PARISH COUNCIL**

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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

NOTICE	NOTES
<p>1. Date of announcement Saturday 12th June 2021 (a)</p> <p>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.</p> <p>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 2021, these documents will be available on reasonable notice by application to:</p> <p>(b) Mrs C Emeny, Clerk & Responsible Financial Officer, 2 Old School, Laxfield, Suffolk IP13 8DL Tel: 01986 798422 E: palgravepc@gmail.com</p> <p>commencing on (c) Monday 14 June 2021</p> <p>and ending on (d) Friday 23 July 2021</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• 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. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>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:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) Mrs C Emeny, Clerk & Responsible Financial Officer, Palgrave Parish Council</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

+ 2 pages
of notes