

Annual Governance and Accountability Return 2023/24 Form 2

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

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2024**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - c) **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - d) **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - e) **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.

NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.
3. The authority **must** approve Section 1 Annual Governance Statement **before** approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.

Publication Requirements

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

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2023/24**, page 4
- **Section 1 – Annual Governance Statement 2023/24**, page 5
- **Section 2 – Accounting Statements 2023/24**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2023/24 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

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

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

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

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2023/24, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2024. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2024**. Reminder letters will incur a charge of £10 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- 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 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the balance reconciliation as at 31 March 2024 been reconciled to Box 8?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)	N/A	

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

Certificate of Exemption – AGAR 2023/24 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2024, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

WITHINGTON PARISH COUNCIL

certifies that during the financial year 2023/24, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2023/24: **10382** ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2023/24: **6821** ENTER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

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

- The authority was in existence on 1st April 2020
- In relation to the preceding financial year (2022/23), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

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

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2024.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

SA Green

08/05/24

I confirm that this Certificate of Exemption was approved by this authority on this date:

08/05/24

Signed by Chair

Date

[Signature]

26/06/24

as recorded in minute reference:

ACTW 1 2024

Generic email address of Authority

Telephone number

parishclerk@withington-glo *oucestershire.co.uk* MAIL ADDRESS

01451 860 960 ER

*Published web address

www.withington-glooucestershire.co.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2024. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2023/24

WITHINGTON PARISH COUNCIL

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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 and 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)	Yes	No	Not applicable
Trust funds (including charitable) – the council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

19/06/2024

Name of person who carried out the internal audit

Mrs Katherine J Lawton, BA ACA

Signature of person who carried out the internal audit



Date

21/06/2024

*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).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

WITHINGTON 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	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	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.	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.	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.	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.	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 records and control systems.	adequate and effective system of internal audit of the 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.	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, commitments, events or transactions, during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	abilities or commitments, events or transactions, 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 trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	cluding charitable. In our capacity as the sole 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:

08/05/2024

and recorded as minute reference:

AGN 01 REF 2024

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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.withington-gloucestershire.co.uk

AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

WITHINGTON PARISH COUNCIL

		Year ending		Notes and guidance
		31 March 2023 £	31 March 2024 £	
Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.				
1. Balances brought forward		5312	4692	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		4500	4900	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts		0	5482	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		2409	3267	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		2712	3554	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward		4692	8253	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		4635	7989	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		44946	44946	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)			✓	
11b. Disclosure note re Trust funds (including charitable)				✓

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

SA Hughes

Date

08/05/2024

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

08/05/2024

as recorded in minute reference:

ACT 1 2024

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

SIGNATURE REQUIRED

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It **must** appear in the column headed "Year ending 31 March 2020" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are on a cash and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority:

WITHINGTON PARISH COUNCIL

County area (local councils and parish meetings only):

Financial year ending 31 March 2024

Prepared by (Name and Role):

SUSAN HUGHES

Date:

08/05/2024

	£	£
Balance per bank statements as at 31/03/2024:		
ACCOUNT	9,289.35	
[add more accounts if necessary]		
		9,289.35

Petty cash float (if applicable)

-

Less: any unpresented cheques as at 31/3/22 (enter these as negative numbers)

Wickmedia - ongoing liability	574	(36.00)
Wickmedia - ongoing liability	601	(36.00)
Wickmedia - ongoing liability	607	(36.00)
Wickmedia - ongoing liability	613	(36.00)
Wickmedia - ongoing liability	617	(35.28)
Microsoft re Wick media	622	(22.56)
Microsoft re Wick media	628	(11.28)
Microsoft re Wick media	633	(11.28)
Wickmedia - ongoing liability	633	(58.56)
Wickmedia - ongoing liability	638	(29.28)
Wickmedia - ongoing liability	645	(58.56)
Glos playing fields Assoc	648	(50.00)
Clerk et pay	654	(466.10)
PAYE D Jan	DD	(100.00)
PAYE D Mar	DD	(102.40)
A Cox Garden maintenance	655	(75.00)
The Play Inspection Company	656	(135.60)

(1,299.90)

Add: any un-banked cash as at 31/3/20

-

Net balances as at 31/3/2024 (Box 8)

7,989.45

Explanation of variances – pro forma

Name of smaller authority: **WITHINGTON PARISH COUNCIL**
County area (local councils and parish meetings only):

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);
• 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).

	2022/23 £	2023/24 £	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	5,312	4,692					
2 Precept or Rates and Levies							
3 Total Other Receipts	0	5,482	5,482	100.00%	YES		Additional income from CDC planning levy
4 Staff Costs	2,409	3,267	858	35.62%	YES		Payments to HMRC on clerks pay now by DD 2022-23 figure artificially reduced by reconciliation of PAYE account
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	2,711	3,554	843	31.10%	YES		See below
7 Balances Carried Forward	4,692	8,253			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments VAT Debtor at Year End	4,635	7,989	-264			VARIANCE EXPLANATION NOT REQUIRED	Differences between Box 7 and Box 8 due to VAT debtor.
9 Total Fixed Assets plus Other Long Term Investments and	44,946	44,946	0	0.00%	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)

Other Costs:							
Grass Cutting	930	1104					Wetter summer - more sundry cutting
GAPTC	0	141					Carry over of payment
Playing Fields	50	50					3 year deal
Insurance	404	404					now subsidised by clerk!
Stationery and post	112	112					Microsoft 365 not being billed
IT	38	19					agreed increased cost
Web maintenance	80	122					moved to new billing basis
Village Hall	750	912					Tree cutting work 2023-24
Play area maintenance	171	450					
Play area inspection	100	113					
Defibrillator	126	126					
Internal audit	-50	0					uncashed cheque
	2711	3553					

WITHINGTON PARISH COUNCIL
BANK TRANSACTIONS TO 31/03/2024
ACTUAL

2020-21 ACTUAL 2021-22 ACTUAL 2022-23 ACTUAL 2023-24 BUDGET 2023-24 ACTUAL 2024-25 BUDGET

INCOME

Precept	4170.00	4170.00	4500.00	4900.00	4900.00	5900.00	20.4%
Planning Levy Income	0.00	0.00	0.00	0.00	5482.27	0.00	
VAT Reclaim (prev yrs)	0.00	0.00	600.61	0.00	0.00	0.00	
Lottery Grant	0.00	269.00	0.00	0.00	0.00	0.00	
Harper Films Donation	0.00	500.00	0.00	0.00	0.00	0.00	
Cricket Club	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	4170.00	4939.00	5100.61	4900.00	10382.27	5900.00	

EXPENDITURE

Grass Cutting	891.35	889.43	930.27	980.00	1104.28	1050.00	-4.9%
Parish & Town Council	274.12	135.53	0.00	0.00	141.41	145.00	2.5%
Playing Fields	50.00	50.00	50.00	50.00	50.00	50.00	0.0% Inc repairs/signage
Insurance	463.25	404.34	404.34	405.00	404.34	500.00	23.7% 3rd Yr of 3 in 23-24, speed camera
Stationery & Post	112.00	112.00	112.00	112.00	112.00	112.00	0.0%
Parish Clerk	901.25	250.39	2408.70	2409.00	3266.62	2640.00	-19.2% 200 hrs @13.20
Parish Clerk IT	0.00	0.00	37.60	120.00	18.80	120.00	Microsoft 365
Training	0.00	0.00	0.00	0.00	0.00	0.00	
Website - Design	0.00	0.00	0.00	1000.00	0.00	0.00	
Website - Maintenance	150.00	30.00	80.00	80.00	122.36	180.00	47.1% £15 per month
Village Hall	750.00	750.00	750.00	750.00	912.00	788.00	12 meetings 2 hrs @ £12 +£500
Play Area Maintenance	0.00	0.00	171.24	200.00	450.00	100.00	
Play Area Inspection	0.00	0.00	100.00	100.00	113.00	120.00	
Defibrillator Costs W'ton	126.00	126.00	126.00	126.00	126.00	126.00	
Defibrillator Costs Foxcote	0.00	0.00	0.00	100.00	0.00	126.00	
Salt Bins	0.00	0.00	0.00	0.00	0.00	0.00	
Audit - External	0.00	48.00	0.00	0.00	0.00	0.00	
Audit - Internal	0.00	50.00	-50.00	0.00	0.00	0.00	
Speed Camera Foxcote	0.00	0.00	0.00	0.00	0.00	40.00	£365 pa from yr2 £40 data protection
Repairs	195.00	0.00	0.00	100.00	0.00	100.00	
Total Expenditure	3912.97	552.79	5120.15	6532.00	6820.81	6197.00	
Net Income	257.03	-59.79	-19.54	-1632.00	3561.46	-297.00	

CASH RESERVES

Opening Reserves	5645.80	590.83	5312.04	4691.89	4691.89	8253.35	
Income	4170.00	493.00	4500.00	4900.00	10382.27	5900.00	
Expenditure	-3912.97	-552.79	-5120.15	-6532.00	-6820.81	-6197.00	
Closing Reserves	5902.83	531.04	4691.89	3059.89	8253.35	7956.35	
VAT to Reclaim	191.97	45.56	56.72	0.00	263.90	0.00	
Bank Balance	5710.86	485.48	4635.17	3059.89	7989.45	7956.35	

WITHINGTON PARISH COUNCIL

BANK TRANSACTIONS TO 31/03/2024

INCOME

[illegible]

Opening Balance	4635.17
Income	10382.27
Expenditure	-7027.99
Closing Balance	<u>7989.45</u>

Balance per statement

re 2022-23 574	-36.00
re 2022-23 601	-36.00
re 2022-23 607	-36.00
re 2022-23 613	-36.00
re 2022-23 617	-35.28
re 2022-23 622	-22.56
re 2022-23 628	-11.28

Not presented: "n"

Approved:

Approved Date:

Cheques not cleared:

574	-36.00	re 2022-23
601	-36.00	re 2022-23
607	-36.00	re 2022-23

Wickmedia

	Microsoft re Wick Media - Reverse	Microsoft re Wick Media - Reverse
622	-22.56	re 2022-23
628	-11.28	re 2022-23
633	-11.78	
648	-50	
654	-466.1	Apr-24
	-202.4	Apr-24
655	-75	
656	-135.6	Apr-24
	-974.22	
	-1299.90	

Annual Internal Audit Report for Withington Parish Council
For the year to 31 March 2024

Items marked 'Not covered' on the Annual Internal Audit Report 2023/24 are explained as follows:

F. There is no petty cash.



Katherine J Lawton ACA, BA
21 June 2024

Smaller authority name: Withington Parish Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

	NOTICE	NOTES
<p>1. Date of announcement <u>20th June 2024</u> (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it 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:</p> <p>(b) <u>S A Hughes, Withington Parish Clerk, 6 Dutton Leys Northleach GL54 3EN, E-Mail ParishClerk@withington-gloucestershire.co.uk</u></p> <p>commencing on (c) <u>Friday 21st June 2024</u></p> <p>and ending on (d) <u>Wednesday 31st July 2024</u></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 only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. 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) S A Hughes Clerk to Withington 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>