

# **KINGTON LANGLEY** **PARISH COUNCIL**

## **STATEMENT OF EXPENDITURE, AUDIT & GOVERNANCE for the Financial Year 2020-21**

This document is published and approved by the Parish Council. Queries or clarifications may be forwarded to the Parish Clerk/Responsible Finance Officer. Contact Details are provided at Page 8.

# **KINGTON LANGLEY** **PARISH COUNCIL**

## **Introduction**

The Local Audit (Smaller Authorities) Regulations 2015 set out a new audit framework for local public authorities which are currently covered by the Audit Commission regime. Under the new audit framework smaller authorities, including parish councils may be exempt from routine external audit. In place of routine audit, smaller authorities will be subject to new transparency requirements laid out the Transparency Code for smaller authorities published by the Department for Communities and Local Government, December 2014. The document is published to meet the requirements of the Transparency Code.

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## Certificate of Exemption – AGAR 2020/21 Part 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 2021, 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 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

**KINGTON LANGLEY PARISH COUNCIL**

certifies that during the financial year 2020/21, 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 2020/21: **£22,463.19**

Total annual gross expenditure for the authority 2020/21: **£22,530.64**

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 Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

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

- The authority was in existence on 1st April 2017
- In relation to the preceding financial year (2019/20), 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 you are able to confirm that the above statements apply and that 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 2021.

**By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

*S. Doolittle*

17/5/21

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

17/5/21

Signed by Chairman

Date

*G. Doolittle*

17/5/21

as recorded in minute reference:

13.21

Generic email address of Authority

Telephone number

**CLERK KINGTON LANGLEY@gmail.com 01666 824620**

\*Published web address

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**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 2021. Reminder letters incur a charge of £40 +VAT**

# Annual Internal Audit Report 2020/21

KINGTON LANGLEY PARISH COUNCIL

KINGTON LANGLEY - org > parish - council.

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.		✓	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. The authority 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

1st & 2nd May 2021

Name of person who carried out the internal audit

A. E. FERGUSON.

Signature of person who carried out the internal audit

*A. E. Ferguson*

Date 3rd May 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).

# Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

*KINGTON LANGLEY 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.	✓		<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>

\*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:

*17/5/21*

and recorded as minute reference:

*13.21.*

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

Chairman

*G.D. [Signature]*

Clerk

*S.W. [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
	✓	

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## Section 2 – Accounting Statements 2020/21 for

# KINGTON LANGLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	14345	23024	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. 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	20796	21212	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7500	1251	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	7960	8018	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	1990	1990	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	9667	12523	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	23024	22956	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	23024	22956	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	99811	99611	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	5602	3803	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

*R. D. Wells*

Date

17/5/21.

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

17/5/21.

as recorded in minute reference:

13-21.

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

*[Signature]*

## EXPLANATION OF VARIANCES

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Local Council Name: KINGTON LANGLEY PARISH COUNCIL

Financial Year Ending: 31 March 2021

Section 1	2019/20	2020/21	Variance	Variance %	Detailed explanation of variance
Box 2 Precept	£20,796	£21,212	416.00		
Box 3 Other income	£7,500	£1,251	-6,249.00		2% Wilts CC increase
Box 4 Staff costs	£7,960	£8,018	58.00		
Box 5 Loan interest / capital	£1,990	£1,990	0.00		-600% Grants for Pending Projects In FY2019/20
Box 6 Other payments	£9,667	£12,523	-2,856.00		1%
Box 9 Fixed Assets and Long Term Assets	£99,811	£99,611	-200.00		0%
Box 10 Total borrowings	£5,602	£3,803	-1,799.00		-23%
					-1%
					-31%

Reconciliation between Box 7 and Box 8 in Section 1 (year ended 31 March 2021):

None

## BANK RECONCILIATION

Local Council Name: KINGTON LANGLEY PARISH COUNCIL

Financial Year Ending: 31 March 2021

Prepared by: Mrs. S Webb (*Parish Clerk / Responsible Financial Officer*)

Date: 17 May 2021

### **Balance per Bank Statements as at 31 March 2021:**

Nett Balance at 31 March 2020		<b>£23,023.63</b>
Current Account	£ 11,207.77	
Deposit Account	£ 11,535.81	
Defibrillator Account	£ 212.60	
	<u>                    </u>	
<b>Net balances as at 31 March 2021</b>		<b><u>£22,956.18</u></b>

*The net balances reconcile to the Receipts and Payments account for the year, as follows:*

### **Receipts and Payments Account:**

Opening Balances 1 April 2020:		
Current Account	£ 11,387.45	
Deposit Account	£ 10,583.58	
Defibrillator Account	£ 1,052.60	
	<u>                    </u>	
Total Balances 1 April 2020	£ 23,023.63	
	<u>                    </u>	
Add:		
Receipts in the year	£ 22,463.19	
	<u>                    </u>	
	<u>                    </u>	
Payments in the year at 31 March 21	£ 22,530.64	
	<u>                    </u>	
	<u>                    </u>	
<b>Closing balance per Receipts and Payments Book as at 31 March 2021:</b>		<b><u>£ 22,956.18</u></b>

Smaller authority name: KINGTON LANGLEY PARISH COUNCIL

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

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

**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>21/05/21</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 2021, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>G. TRICKLEY CHAIRMAN.</u> <u>01249 - 750359</u></p> <p>commencing on (c) <u>Monday 14 June 2021</u></p> <p>and ending on (d) <u>Friday 23 July 2021</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• 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.</li></ul> <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 (<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</p> <p>5. This announcement is made by (e) <u>S. Spello.</u> <u>clerk/RFO.</u></p> <p style="text-align: center;"><u>UNTIL 20/05/21</u></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>

## KINGTON LANGLEY PARISH COUNCIL – CONTACT INFORMATION

**Councillor Graham TRICKEY - Chairman**  
3 Fairleigh Rise, Lower Common  
SN15 5QF  
Home: 01249-750359  
Mobile: 07768-780650  
[graham@trickey.net](mailto:graham@trickey.net)  
Responsibilities: Parish Website

Parish Clerk/RFO – vacant position

**Councillor Alan LAWER – Vice-Chairman**  
Mole End  
Parkers Lane  
Kington Langley  
SN15 5PL  
Tel: 01249 750855  
Mobile: 07802608599  
Email: [aelawer@btinternet.com](mailto:aelawer@btinternet.com)  
Responsibilities: Planning, N.P. Rep

**Councillor Mrs Susan A PATTEMORE**  
Acorns  
Old Draycot Lane  
Kington Langley  
SN15 5PA  
Tel: H 01249 750442  
M – 07760234049  
Email: [sueandchrisspattemore@gmail.com](mailto:sueandchrisspattemore@gmail.com)  
Grass cutting contractor management  
Contact for Parish Steward/Highways

**Councillor Max Sealy**  
Whitelands Cottage  
Kington Langley  
SN15 5PD  
Home/office 01249 750151  
Mobile 07768867339  
[maxsealy@fcgagric.com](mailto:maxsealy@fcgagric.com)  
Responsibilities: Environment to include village pond.

**Councillor Geoff TAYLER**  
The Moors  
Kington Langley  
SN14 6HT  
Tel: 01249 750288  
Mobile: 07973 503230  
Email: [geofftaylor@hotmail.com](mailto:geofftaylor@hotmail.com)  
Responsibilities: ROW

**Councillor Mrs Lindi REYNOLDS**  
The Bungalow, Plough Lane  
SN15 5PS  
Home: 01249-750380  
Mobile: 07940-355161  
[l.reynolds795@btinternet.com](mailto:l.reynolds795@btinternet.com)  
Responsibilities: School liaison, Bulb planting, Defib management, Police Liaison.

**Councillor Charlie Armor**  
Sedgebrook  
Middle Common  
SN15 5NN  
Tel: 01249 750135  
Email: [Charlie@armor.co.uk](mailto:Charlie@armor.co.uk)  
Responsibilities:

**Community Emergency Volunteer:** Peter Hart H 01249 750428 M 07831 828022  
email: [p.hart165@btinternet.com](mailto:p.hart165@btinternet.com)

County Councillor: Howard Greenman Wiltshire  
Council Details: Democratic & Members' Services  
Wiltshire Council  
Trowbridge, Wiltshire  
BA 14 8JN  
Tel: 01225 713018  
[committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk)

**County Councillor: Howard Greenman, Elba,  
High Street, Sutton Benger, Chippenham,  
Wiltshire, SN15 4RE**  
Home: 01249 7721799  
Office: 01249 720425  
Mobile: 07970 047686  
Email: [Howard.Greenman@wiltshire.gov.uk](mailto:Howard.Greenman@wiltshire.gov.uk)

Village Mag : [klmag.kb@btinternet.com](mailto:klmag.kb@btinternet.com)

Village Hall Booking Clerk: Julia Cook, Furrows, Plough Lane, Kington Langley, SN15 5PW. Email [bookings@klvh.org](mailto:bookings@klvh.org) Mobile 07864 981217 – Also Parish Council representative of the CIO

Union Chapel Tony Shepherd tel: 01249 750014 email: [tonyshepherd35@gmail.com](mailto:tonyshepherd35@gmail.com)

Village Hall website - Contact Valerie Young [webadmin@klvh.org](mailto:webadmin@klvh.org)

Press issues Tony Shepherd tel: 01249 750014 email: [tonyshepherd35@gmail.com](mailto:tonyshepherd35@gmail.com)

RBL Wreath - Lisa Thomson, Lyptate, Days lane, SN15 5PA 01249 758324  
[goldenbell.thomson@btinternet.com](mailto:goldenbell.thomson@btinternet.com)

POLICE

PC Les Fletcher- Beat Manager- [leslie.fletcher@wiltshire.pnn.police.uk](mailto:leslie.fletcher@wiltshire.pnn.police.uk)

PCSO – Charlotte Windle – [charlotte.windle@wiltshire.pnn.police.uk](mailto:charlotte.windle@wiltshire.pnn.police.uk) Monkton Park  
Police Station, Chippenham, SN15 1ER  
[www.wiltshire.police.uk](http://www.wiltshire.police.uk)

Emergencies 999, non-emergencies 101

Kington Langley Web site – [KingtonLangley.org/parish-council](http://KingtonLangley.org/parish-council)

Sue Hart – Transport Co-ordinator email [sumah1@btinternet.com](mailto:sumah1@btinternet.com)