

**WILLERSEY PARISH COUNCIL
REPORT OF THE INDEPENDENT INTERNAL AUDITOR
FOR THE YEAR ENDED 31 MARCH 2023**

I have examined the books and records of the Council as at 31 March 2023
Whilst I have not performed an audit I can confirm that the attached statements are
in accordance therewith


Iain Selkirk FCA
Appointed Independent auditor

Malvern
Apr

Worcester
2023

**WILLERSEY PARISH COUNCIL
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2023**

	£	2022
RECEIPTS		
Precept	25,102.00	24,179.00
Bank Interest	79.38	8.07
Grants	6,950.00	10,625.00
Golf	698.82	629.00
Tree of Light	400.00	250.00
Miscellaneous	1,829.86	
Burials etc	3,565.00	2,050.00
VAT Recovered	14,916.53	768.24
	<u>53,541.59</u>	<u>38,509.31</u>
PAYMENTS		
Staff Costs	5,988.17	4,760.97
Establishment	1,476.44	2,345.57
Village Greens	8,254.20	3,774.63
Orchard & Pond	5,991.00	4,279.08
Defibrillators	1,434.00	2,375.97
Village Hall Maintenance		7,726.35
Burial Ground	101.87	6,065.82
Recreation Ground	395.00	37,016.96
s137	967.65	70.00
PWLB Loan Repayment	11,175.06	11,175.06
Tree of Light	350.70	
Office Expenses	1,227.81	1,603.13
VAT Recoverable	3,170.43	10,850.38
	<u>40,532.33</u>	<u>92,043.92</u>
Deficit/ Surplus for the year	13,009.26	- 53,534.61
Balance brought forward	54,578.86	108,113.47
Balance carried forward	£ <u>67,588.12</u>	£ <u>54,578.86</u>
REPRESENTED BY:		
Lloyds Bank		
Current Account	25,703.19	12,773.31
Deposit	# 13,565.01	13,539.30
Deposit	# 28,319.92	28,266.25
	£ <u>67,588.12</u>	£ <u>54,578.86</u>

Chairman

RFO

STATEMENT OF ACCOUNTS **SECTION 1**
WILLERSEY PARISH COUNCIL
RECEIPTS AND PAYMENTS **2020-2023**

	Last Year	This Year
1 Balances brought forward	108,113	54,579
2 Annual Precept	24,179	25,102
3 Other Receipts	14,330	28,440
4 Staff Costs	4,761	5,988
5 Loan interest and Capital Repayts	11,175	11,175
6 Total Other Payments	76,107	23,370
7 Balance carried forward	54,579	67,588
8 Total Cash & Investments	54,579	67,588
9 Total Fixed Assets	163,100	194,917
10 Total Borrowings	245,355	240,773

APPENDIX TO THE STATEMENT OF ACCOUNTS**2022-2023****WILLERSEY PARISH COUNCIL****BANK RECONCILIATION**

Opening Balance	54,578.86
Receipts during the year	<u>53,541.59</u>
	108,120.45
Payments during the year	40,532.33
Closing Balance	£ <u><u>67,588.12</u></u>

Represented by the bank accounts as under:-

Lloyds 1691621 26,463.14

less unrepresented cheques

1651	47.95	
1654	112.00	
1657	600.00	759.95
		<u>25,703.19</u>

3568 28,319.92

3060 13,565.01

£ 67,588.12

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]
 County area (local councils and district figures) from Section 2 of the AGAR in all Blue highlighted cells.

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);
- Show from 2022/23 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?	Explanation from smaller authority (must include narrative and supporting figures)
	£	£	£	%		
1 Balances Brought Forward	66,373	67,389	923	3.82%	NO	Explanation of its variance from FY opening balance not required. Balance brought forward figure.
2 Precept or Rates and Levies	25,076	25,000	14,109	98.46%	YES	Additional VAT recovered £14,149
3 Total Other Receipts	4,304	4,304	1,227	25.76%	YES	Timing of salary payments - 13 in the year v 11 last year
4 Staff Costs	4,379	4,379	0	0.00%	NO	
5 Loan Interest/Capital Repayment	25,196	25,200	-52,739	69.29%	YES	Last year £38k spent on recreation ground & £8k on village hall refurbishment
6 All Other Payments	54,579	67,589			YES	EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARDS RESERVES ARE GREATER THAN THREE TIMES INCOME FROM LOCAL TAXATION/LEVIES The reserves are required to finance the extension of the cemetery.
8 Total Cash and Short Term Investments	26,471	27,200				
9 Total Fixed Assets plus Other Long Term Investments and	25,176	25,176	0	0.00%	NO	
10 Total Borrowings	24,105	24,173	-4,582	1.87%	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 column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be in figures.

Name of smaller authority:

Willersey Parish Council

County area (local councils and parish meetings only):

Financial year ending 31 March 20xx

Prepared by (Name and Role):

Kevin O'Donoghue Clerk/RFO

Date:

17/04/2023

	£	£
Balance per bank statements as at 31/3/23:		
1691621	26,463.14	
1693568	28,319.92	
1693060	<u>13,565.01</u>	
		68,348.07
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/23 (enter these as negative numbers)		
1651	(47.95)	
1654	(112.00)	
1657	(600.00)	
[add more lines if necessary] item 4		
item 5		
item 6		
item 7		
item 8		
		<u>(759.95)</u>
Add: any un-banked cash as at 31/3/xx		
		<u>-</u>
Net balances as at 31/3/xx (Box 8)		<u><u>67,588.12</u></u>

INDEPENDENT INTERNAL AUDITOR'S REPORT TO THE MEMBERS OF

WILLERSEY PARISH COUNCIL

YEAR ENDED 31ST MARCH 2023

I have examined the Council's records in the areas delineated in the attached schedule and made enquiries as deemed appropriate.

In my opinion the systems of internal controls is adequate for the purpose intended and there are no matters to be brought to your attention.



Iain Selkirk FCA
Appointed Independent Internal Auditor

24.03.23

**AUDITORS REPORT TO THE MEMBERS OF:-
WILLERSEY PARISH COUNCIL**

31.03.23

COMMENTS

1	a	Y	Is the cashbook maintained and up to date	
	b	Y	Is the cashbook arithmetic correct	
	c	Y	Is the cashbook regularly balanced and reconciled to the bank	
2	a	Y	Have Standing Orders and Financial Regulations been formally adopted	
	b	Y	Are Standing Orders and Financial Regulations regularly reviewed	
	c	N/A	Has an RFO been appointed with specific duties	
	d	N/A	Have items or services above a de minimis amount been competitively purchased	
	e	Y	Has the Clerk authority to spend in emergencies	Annually
			From what level are quotes required	
			From what level are tenders required	
3	a	Y	Are payments in the cashbook supported by invoices, authorised and minuted	
	b	Y	Has VAT on payments been identified, recorded and reclaimed	
	c	Y	Is S137 expenditure separately recorded and within statutory limits	
	d	Y	Is S137 expenditure separately minuted as such	
	e	Y	Is the signing authority two or more councillors	
	f	Y	Is the Clerk a signatory	
	g	Y	Are the counterfoils initialled by the signatories	
	h	Y	Are invoices vouched to payments	
4	a	Y	Is there a procedure in place for the regular audit of internal controls	
	b	Y	Has a member of the Committee been appointed internal auditor	
	c	Y	Does he have a specific programme and does he report to meetings	Quarterly
5	a	N	Does scanning of the minutes identify any unusual activity	
	b	Y	Is the annual risk assessment minuted	Annually
	c	Y	Is insurance cover appropriate and adequate	Fidelity £250,000
	d	Y	Are internal financial controls documented and regularly reviewed.	Quarterly
6	a	Y	Has the Council prepared an annual budget in support of its precept	
	b	Y	Is actual expenditure against budget regularly reported to the Council	
	c	N	Are there any significant unexplained variances from budget	

7 a	Y	Is income properly recorded and banked as promptly as possible	
b	Y	Does the precept recorded in the cash book agree to the District Councils notification	
c	N/A	Where income is raised by rental or lettings has the VAT position been clarified	
d	Y	Are security controls over cash adequate and effective	
8 a	N/A	Is petty cash spent recorded and supported by VAT invoices/receipts	
b	N/A	Is petty cash expenditure reported to each Council meeting	
c	N/A	Is petty cash expenditure reimbursed regularly	
d	Y	Or does the Clerk present petty cash with her expenses supported by VAT invoices/receipts	
9 a	Y	Do salaries paid agree to with those approved by the Council	
b	Y	Has PAYE/NIC been properly operated by the Council as employer	
c	Y	Are other payments to the Clerk and staff reasonable and approved by the Council	
d	Y	Where PAYE/NIC is not operated due to the low salary level has HMRC been informed	
10 a	Y	Does the Council maintain an Asset Register of all material assets owned	Reappraised during
b	Y	Is the Register up to date	
c	Y	Do the values agree to insurance valuations	
d	N/A	Are movements in Treasury Deposits accurately recorded	
11 a	Y	Is each bank account reconciled on a regular basis	
b	Y	Are there any unexplained balancing entries in any reconciliation	
12 a	Y	Are accounts prepared on the correct accounting basis	
b	Y	Do the accounts reflect the cashbook entries	receipts and payments
c	Y	Is there an audit trail from the underlying financial records to the accounts	
d	Y	Where appropriate have debtors and creditors been properly recorded	
13 a	Y	Are minutes signed, initialled and pages sequentially numbered	
14 a	Y	Do Burial receipts agree to the attendant Burial records	
b	Y	Are rights or permissions properly recorded	
15 a	N/A	Any evidence of fraudulent activity should be brought to the attention of the Chairman	