

TRANSPARENCY CODE REQUIREMENTS 2020 - 2021

Little Horwood Parish Council

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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.

LITTLE HORWOOD 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: £17,058

Total annual gross expenditure for the authority 2020/21: £14,732

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notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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

20/05/2021

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

20/05/2021

Signed by Chairman

Date

20/05/2021

as recorded in minute reference:

17a

Generic email address of Authority

clerk@littlehorwoodpc.org.uk

Telephone number

01296 715829

*Published web address

www.little-horwood.co.uk

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

LITTLE HORWOOD 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
			✓

*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:

20/05/2021

and recorded as minute reference:

17b

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

Chairman

M.R. Cowdrey

Clerk

[Redacted Signature]

Other information required by the Transparency Code (not part of the statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes No
✓

www.little-horwood.co.uk


Signed Governance Statement

Section 2 – Accounting Statements 2020/21 for

LITTLE HORWOOD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	11,966	16,131	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	14,000	14,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11,984	1,659	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	2,463	2,681	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	19,356	12,051	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	16,131	17,058	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	16,131	17,058	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	38,884	38,884	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



Date 20/05/2021

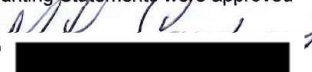
I confirm that these Accounting Statements were approved by this authority on this date:

20/05/2021

as recorded in minute reference:

17c

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



The Internal auditor commented that the LHPC accounts for the financial year 2020 - 2021 were all correct and complete.

Annual Internal Audit Report 2020/21

LITTLE HORWOOD PARISH COUNCIL

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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.			✓
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.	Yes	No	Not applicable

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

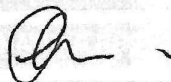
Date(s) internal audit undertaken

15/06/2021

Name of person who carried out the internal audit

C Black

Signature of person who carried out the internal audit



Date

15/06/2021

*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).

LITTLE HORWOOD PARISH COUNCIL – Expenditure over £100 for the financial year 2020 - 2021

Invoices are available for inspection. Please apply to the clerk.

Date	Clerk's Ref		Type	Payments
31/03/2020		B/F		
01/04/2020	LH 20.03	Clerk's salary	SO	670.28
02/04/2020	LH 20.04	Eon street lighting power April	DD	229.57
05/04/2020	LH 20.07	Came & Company (HISCOX) inv. 4240994	FPO	540.13
14/05/2020	LH 20.09	Donation to Little Horwood Recreation Trust	FPO	1250.00
01/05/2020	LH 20.11	Walker Grounds Care inv. 476 (April)	FPO	536.50
01/06/2020	LH 20.12	Walker Grounds Care inv. 485 (May)	FPO	536.50
21/06/2020	LH 20.14	Black Cat internal auditor inv. 827	FPO	100.00
01/07/2020	LH 20.15	Clerk's salary	SO	670.28
01/07/2020	LH 20.16	Walker Grounds Care inv. 494 (June)	FPO	536.50
04/07/2020	LH 20.17	Bonds Tree Care (Mill Wood tree trimming) inv. 1016810	FPO	100.00
02/07/2020	LH 20.18	Eon street lighting power (July)	DD	229.57
01/08/1900	LH 20.19	Walker Grounds Care inv. 500 (July)	FPO	536.50
01/09/2020	LH 20.20	Walker Grounds Care inv. 506 (Aug)	FPO	536.50
31/07/2020	LH 20.21	Willow Bank Joinery noticeboard refurbishment inv. 870	FPO	222.00
12/11/2020	LH 20.27	Winslow & District Community Bus	FPO	100.00
12/11/2020	LH 20.30	LHRGT Grant second instalment	FPO	1250.00
01/10/2020	LH 20.31	Clerk's salary	SO	670.28
01/10/2020	LH 20.39	Walker Grounds Care inv.515 (Sept)	FPO	536.50
02/10/2020	LH 20.40	Eon Street Lighting power	DD	232.10
09/10/2020	LH 20.41	Brook clearance	FPO	150.00
01/11/2020	LH 20.42	Walker Grounds Care inv.523 (Oct)	FPO	536.50
05/11/2020	LH 20.43	Garden of Peace Clearance	FPO	300.00
27/11/2020	LH 20.45	Cyan Benches	FPO	634.98
07/12/2020	LH 20.46	Buckinghamshire Council Dog Waste service Inv. 503946	FPO	379.62
22/11/2020	LH 20.47	PKF Littlejohn Auditors Inv. SB20203336	FPO	240.00
04/01/2021	LH 20.48	Clerk's salary	SO	670.28
02/01/2021	LH 20.50	Eon street lighting (Jan)	DD	232.10
05/03/2020	LH 20.54	Sparkx Street light Maintenance inv. 2688	FPO	510.00
15/10/2020	LH 20.55	Sparkx lamp replacement inv. 2906	FPO	384.00
01/03/2021	LH 20.59	Walker Grounds Care inv. 540 Mursley Rd siding out	FPO	328.00

Smaller authority name: **LITTLE HORWOOD 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 25, 26 and 27

The Accounts and Audit Regulations 2015 (SI 2015/234)

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

NOTICE	NOTES
<p>1. Date of announcement__ 15th 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 2020, these documents will be available on reasonable notice by application to:</p> <p>(b) Mandy Cliffe, Parish Clerk and Responsible Financial Officer 3 Spring Close, Great Horwood, Milton Keynes, Bucks MK17 0QU 01296 715829</p> <p>commencing on (c) Thursday 17th June 2021</p> <p>and ending on (d) Thursday 29th 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-littlejohn.com)</p> <p>5. This announcement is made by (e) Mandy Cliffe Parish Clerk & Responsible Financial Officer</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 start on or before 1 September 2021.</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>

LITTLE HORWOOD PARISH COUNCIL: –

Annual Return

Financial Year End 31st March 2021

Prepared by Amanda Cliffe, Parish Clerk Little Horwood, 1st June 2021

Balance as per Bank Statements at 31st March 2021

Treasurers Account	TSB Account 00071458	£ 10676	£
Business Instant Access Account	TSB Account 07210550	6382	
Total Bank Balance at 31st March 2021			<u>17058</u>
Less unrepresented cheques at 31 st March 2021			

Uncashed cheques

Total uncashed cheques

Unbanked cash

Total unbanked cash

0

0

0

0

Net Balance at 31st March 2020

The net balances reconciles to the ledger as follows

Opening Balance 1 Apr 2020	TSB Account 00071458	9789
Opening Balance 1 Apr 2020	TSB Account 07210550	6342
Add receipts	TSB Account 00071458	15618
Add receipts	TSB Account 07210550	40
Less payments	TSB Account 00071458	-14732
Less payments	TSB Account 07210550	0
Closing balance at 31st March 2021		<u>17058</u>

**LITTLE HORWOOD PARISH COUNCIL
ANALYSIS OF VARIANCES 2020/2021**

Section 2 Boxes	2019/20	2020/21	Variance	%Change	Explanation of variance
Box 2 Precept	14,000	14,000	0	0%	
Box 3 Other Income	11984	1659	-10325	86.16%	2019/20 was an unusual year for income. Grants were received for 2 robotic mowers, a bench and a path repair totalling £9197. The other income for 2020/21 is, therefore, more in line with past years e.g. £2825.72 in 2018/2019
Box 4 Staff Costs	2463	2681	218	8.85%	a salary increase of £220 was awarded in 2019/20
Box 5 Interest/Capital Repayments	0	0	0	0%	
Box 6 Other Payments	19356	12051	-7305	37.74%	2019/20 was an unusual year for expenditure due to the purchase of 2 robotic mowers for the Rec Trust. 2020/2021 expenditure is more in line with previous years e.g. 2018/2019 £13,296.87
Box 9 Fixed Assets	38884	38884		0%	Two new benches were purchased. One was paid for by the Little Horwood Rec Trust and the other replaced, like for like, a dilapidated bench
Box 10 Total Borrowings	0.00	0.00	0	0%	

Little Horwood Parish Council 2020 - 2021

Councillors and their Responsibilities

Name of Councillor	Responsibilities	Projects	Committees Attending
Mark Cowdrey Chairman	PC Trustee Little Horwood Trust (Chairman) Councillor responsible for review of Planning Applications, budget setting with Clerk, organising Annual Parish meeting in March/April and the Annual Audit of Grass Cutting Contractor.	Devolution	Attend Parish Liaison Group North Bucks Parishes Planning Consortium (NBPPC) Little Horwood Trust Trustee (LHT) Little Horwood Trust Trustee (LHT)
Jane Davey Vice Chairman	PC Trustee Little Horwood Trust Councillor responsible for review of Planning Applications and highways repairs.		
Irina Beale	Councillor responsible for review of Planning Applications and carrying out the annual audit of the grass cutting contractor.		
	Review of Planning Applications	Oxford/Cambridge Expressway	
Chris Hooper	Little Horwood Memorial Management committee - Parish Council representative. Councillor to organise litter pick		Winslow & Villages Community Board representative
Andrew Kane	Councillor to review the website for compliance with transparency and accessibility regulations, maintain and download data from MVAS speed control equipment - MVAS stats analysis		
Steve Simpson	PC Rep on Recreation Ground Committee, Recreation Ground Trustee, Councillor responsible for Footpath Walk, Defibrillator training, quarterly review of Parish Council accounts and flood response.	Street Furniture/Stile repairs Annual Asset Register review	Little Horwood Recreation Trust (LHRT)
Councillor Vacancy			
Vacant	Flooding Police Liaison		

Little Horwood Parish Council Property List

The Green

The Millennium Wood

The Spinney