

## Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: Billing Parish Council

County area (local councils and parish meetings only):

West Northamptonshire Council

### Financial year ending 31 March 20xx

Prepared by (Name and Role):

Carrie Goodridge - Clerk to Billing Parish Council

Date:

24/04/2023

	£	£
<b>Balance per bank statements as at 31/3/2023:</b>		
Current Account	24,436.24	
Reserve Account	361,104.56	
		<hr/>
		385,540.80
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/2023 (normally only current account)		
		<hr/>
		0.00
Add: any un-banked cash as at 31/3/2023		
		<hr/>
		-
<b>Net balances as at 31/3/2023 (Box 8)</b>		<u><u>385,540.80</u></u>

## Explanation of variances – pro forma

Name of similar authority: **Billing Parish Finance & County area (local councils and West Dorset Council)**

Insert figures from Section 2 of the AGAR in all **Blue highlighted boxes**

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 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?	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	300,388	345,712				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	175,450	175,450	0	0.00%	NO		
3 Total Other Receipts	29,530	25,406	-4,174	14.11%	NO		
4 Staff Costs	65,666	61,703	-3,957	6.03%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	91,041	103,549	12,505	13.74%	NO		
7 Balances Carried Forward	345,712	384,313				VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	345,156	385,541			YES	VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	265,142	270,734	5,591	2.11%	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

## Annual Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Billing Parish Council		
Name of Internal Auditor:	Mrs TL Charteress	Date of report:	11 <sup>th</sup> May 2023
Year ending:	31 March 2023	Date audit carried out:	10 <sup>th</sup> May 2023

*Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.*

***The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.***

### To the Chairman of the Council:

Thank you very much to the Parish Clerk for supplying me with the information I requested to carry out this Annual Internal Audit. I have spoken with the Clerk in person and conducted the audit remotely.

### Results

The work completed is identified in the table below and action required is highlighted:

Area of Work	Observations/Points
Adoption of Policies	Key policies were adopted at the Parish Council meeting in May 2022
Accounting Records	The Accounts were properly maintained during the financial year
Asset Register	The Asset Register is an accurate reflection of council owned assets
Bank reconciliations	Bank reconciliations were reviewed and confirmed to be done on a monthly basis with due care and attention. Bank balances were confirmed to statements as at the 31 <sup>st</sup> March 2023
Budget	The Parish Council has followed due process for the agreement of the Budget at the December 2022 meeting
Co-option	The Council's Co-option procedure follows due process
Earmarked Reserves	Earmarked reserves have been well documented and agreed by Council
Insurance	The Annual Insurance policy was reviewed and paid in May 2022 and appears to be appropriate & adequate

Internal Control	Internal Control is regular and is reported quarterly at the Council meeting
Minutes of Meetings	Minutes were reviewed and no errors were observed
PAYE	Payments to HMRC are being paid monthly and are following correct procedures
Payments	Payments followed due process and have been accounted for correctly
Precept	Due process was followed to agree the Precept Demand at the December 2022 meeting. I have asked the Clerk to make sure the Precept resolution has it's own agenda item
Risk Assessments	The Parish Council's Risk Assessments were discussed & agreed at the May 2022 meeting
VAT return	The balance as at 31 <sup>st</sup> March 2023. No errors were observed.
Year-end procedures	Year-end procedures were carried out in the correct manner. The carry forward figure has been re-stated following a re-working of the accounts last year and a new accounts system

### Summary

In my opinion the Council's books and records are in very good order and follow due process in all elements.

I wish the Parish Council a very successful 2023/2024 and look forward to returning in 2024 to carry out the Annual Internal Audit.

Yours sincerely,

*Tina Charteress*

Mrs Tina L Charteress CILCA  
 Internal Auditor to the Council  
 07818 084231  
 tcharteress@gmail.com

The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2022	Year ending 31 March 2023
1. Balances brought forward	300,388	348,712
2. Annual precept	175,450	175,450
3. Total other receipts	29,580	25,406
4. Staff costs	65,666	61,709
5. Loan interest/capital repayments	0	0
6. Total other payments	91,041	103,546
7. Balances carried forward	348,712 (re-stated)	384,313
8. Total cash and investments	348,156	385,541
9. Total fixed assets and long-term assets	265,143	270,734
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2020)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

<https://www.northantscalc.com/uploads/practitioners-guide-2020-2.pdf>