

# Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
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 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2021
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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 1 to the Accounts and Audit Regulations 2015.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- 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.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- 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 2021.**

| Completion checklist – 'No' answers mean you may not have met requirements |   | Yes | No |
|--|---|-----|----|
| All sections   | Have all highlighted boxes have been completed?   | ✓   |    |
|  | Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?                 | ✓   |    |
| 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', has an explanation been published?   | ✓   |    |
| Section 2  | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?  | ✓   |    |
|  | Has an explanation of significant variations from last year to this year been published?  | ✓   |    |
|  | Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?   | ✓   |    |
|  | Has an explanation of any difference between Box 7 and Box 8 been provided?   | ✓   |    |
| Sections 1 and 2   | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. |     | ✓  |

# Annual Internal Audit Report 2020/21

## BILBROOK PARISH COUNCIL

www.bilbrookparishcouncil.gov.uk

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. If the authority has an annual turnover not exceeding £25,000, it 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).   | ✓   |    |               |
| <b>O. (For local councils only)</b><br>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

02/06/2021

Name of person who carried out the internal audit

Debra Powell

Signature of person who carried out the internal audit

*Debra Powell*

Date

02/06/2021

\*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).

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

### BILBROOK 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.  | ✓      |    |     | 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.  | ✓      |    |     | 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. | ✓      |    |     | 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.   | ✓      |    |     | 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.  | ✓      |    |     | 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 accounting 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.  | ✓      |    |     | responded to matters brought to its attention by internal and external audit.   |
| 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.                                  | ✓      |    |     | 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 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 | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.   |
|   |        |    | ✓   |   |

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

02/06/21

and recorded as minute reference:

M 023/21 d

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

Chairman

*John Adams*

Clerk

*K. Daker*

## Section 2 – Accounting Statements 2020/21 for

### BILBROOK PARISH COUNCIL

|   | Year ending        |                    | Notes and guidance   |
|---|--------------------|--------------------|--|
|   | 31 March 2020<br>£ | 31 March 2021<br>£ |  |
| 1. Balances brought forward   | 95,502             | 90,080             | 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.<br><i>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.</i> |
| 2. (+) Precept or Rates and Levies  | 71,725             | 79,500             | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>   |
| 3. (+) Total other receipts   | 11,078             | 13,078             | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>   |
| 4. (-) Staff costs  | 30,476             | 28,857             | <i>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.</i>   |
| 5. (-) Loan interest/capital repayments   | 0                  | 0                  | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>  |
| 6. (-) All other payments   | 57,749             | 49,569             | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>  |
| 7. (=) Balances carried forward   | 90,080             | 104,232            | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>   |
| 8. Total value of cash and short term investments                                   | 90,080             | 104,232            | <i>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.</i>   |
| 9. Total fixed assets plus long term investments and assets                         | 231,275            | 229,326            | <i>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.</i>  |
| 10. Total borrowings  | 0                  | 0                  | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>  |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes                | No                 | <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.<br/>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>  |
|   |                    | ✓                  |  |

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

*K. Daker* REQUIRED

Date

02/06/21

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

02/06/21

as recorded in minute reference:

023/21E

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

*John Adams*

## Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

Bilbrook Parish Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable.

### 3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

\*We do not certify completion because:

Not applicable.

External Auditor Name

**Mazars LLP, Newcastle, NE1 1DF**

External Auditor Signature

*Mazars LLP*

Date

**12 August 2021**

## AGAR Part 3 - 2020/2021 – Documentation

- **A Bank Reconciliation** showing balances of all bank and building society accounts as at 31 March 2021 (*an example is provided in **Attachment 1.1***);
- **A full explanation with figures of all significant variances** in your income or expenditure in 2020/21 compared to the previous financial year. (*Refer to **Attachment 1.2***);
- **A reconciliation between the closing balances in Section 2, Box 7 and Box 8, where applicable.** (Please note, a reconciliation is only applicable where the accounts in Section 2 of the Annual Return are prepared on an income and expenditure basis and the figures in Boxes 7 and 8 are different). (*Refer to **Attachment 1.3***);
- **A confirmation of contact details** for the Clerk, RFO (where different) and Chair, so that we can ensure our records are fully up to date. (*Refer to **Attachment 2***);
- **A confirmation regarding the exercise of public rights**, using a signed form stating the period chosen by the authority (*Refer to **Attachment 3***);
- Details of action taken in respect of all recommendations made by your external auditor in 2019/20; (**Not Applicable**);  
and
- If your 2019/20 internal auditor issued a separate report to support the summary contained within AGAR part 3, a copy of that report. (**Not Applicable**);

We have based our information request on your income and expenditure in 2019/20 so if the Authority was **below the £200,000 threshold in 2019/20 but has gone above it in 2020/21 please let us know immediately as we will need to inform you of additional information required.** (**Not Applicable**);

**Bank reconciliation – Example**

This reconciliation must include **all** bank and building society accounts and other short-term investments\*. It **must** agree to Box 8 in the column headed “Year ending 31 March 2021” in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis.

Local Council Name: **Bilbrook Parish Council**

Financial year ending **31 March 2021**

Prepared by Karen Daker, Parish Clerk & Responsible Financial Officer Date 16/06/2021

|   |        |               |
|---|--------|---------------|
| Balance per bank statements as at 31 March 2021:                                | £      | £             |
| Business Premium Account  | 60,021 |               |
| Community Account (Current)   | 3,105  |               |
| Nationwide Building Society Instant Save  | 40,606 |               |
|   | <hr/>  | 103,732       |
| Petty cash float (if applicable)  |        | 200           |
| Pre-Paid Card Balance   |        | 300           |
| Less: any un-presented cheques at 31 March 2021 (normally only current account) |        |               |
|   | 0      |               |
|   | <hr/>  | (0)           |
| Add: any un-banked cash at 31 March 2021  |        |               |
| e.g. Allotment rents banked 31 March 2021 (but not credited until 1 April)      |        |               |
|   | 0      | 0             |
|   | <hr/>  |               |
| Net balances as at 31 March 2021  |        | <hr/> 104,232 |

***The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:***

**CASH BOOK**

|  |               |
|--|---------------|
| Opening Balance 1 April 2020   | 90,080        |
| Add: Receipts in the year  | 92,578        |
| Less: Payments in the year   | (78,426)      |
|  | <hr/>         |
| Closing balance per cash book [receipts and payments book] as at 31 March 2021 (must equal net balances above) | <hr/> 104,232 |

\*

**Note:** Long-term investments should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They must be shown in Section 2, Box 9 and recorded in the asset and investment register.

Explanation of significant variances in the accounting statements - Section 2

Local Council Name: **Bilbrook Parish Council**

Please explain any variances of more than 15% or anything over £100k between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. **We also ask you to explain any change where there is a movement to or from zero.** Please either use the proforma below, or complete a separate schedule if more space is required.

| Section 2                              | 2019/20<br>£ | 2020/21<br>£ | Variance<br>(+/-) £ | Detailed explanation of variance (for each reason noted please include monetary values (to nearest £10))                           |                 |
|--|--------------|--------------|---------------------|--|-----------------|
| Box 2<br><i>Precept</i>                | 71,725       | 79,500       | 7,775<br>10.84%     |  |                 |
| Box 3<br><i>Other income</i>           | 11,078       | 13,078       | 2,000<br>18.05%     | <b>Other Income Movement</b>   | <b>£</b>        |
|  |              |              |                     | Increase in VAT Repayment  | 3,871.00        |
|  |              |              |                     | Increase in Solar Farm Income  | 52.00           |
|  |              |              |                     | Increase in Allotment Rent   | 132.00          |
|  |              |              |                     | Decrease in Grants   | - 1,500.00      |
|  |              |              |                     | Decrease in Bank Interest  | - 311.00        |
|  |              |              |                     | Decrease in Other Income   | - 244.00        |
|  |              |              |                     | <b>Total</b>   | <b>2,000.00</b> |
| Box 4<br><i>Staff costs</i>            | 30,476       | 28,857       | -1,619.<br>-5.31%   |  |                 |
| Box 5<br><i>Loan interest/ capital</i> | 0            | 0            | 0                   |  |                 |
| Box 6<br><i>Other payments</i>         | 57,749       | 49,569       | -8,180<br>-14.16%   |  |                 |
| Box 7                                  | 90,080       | 104,232      | 14,152              | If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. |                 |

| <i>Balances carried forward</i>                     |                 |         |        | Reserves (Ring Fenced)   | £             |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
|---|-----------------|---------|--------|--|---------------|-----------------------------|----------|-------------------|----------|------------------|--|------------------------|------|-----------|-----|--|---------------|------------------|--|--------------------------|----------|--|-----------------|----------|---------|---------------------------|-----------------|
|   |                 |         |        | Village Improvements   | 40,000        |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
|   |                 |         |        | Elections  | 6,000         |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
|   |                 |         |        | Play Park Repairs  | 10,000        |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
|   |                 |         |        | Solar Farm Income  | 4,790         |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
|   |                 |         |        | Allotments Projects  | 300           |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
|   |                 |         |        | <b>Total</b>   | <b>61,090</b> |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
| Box 9<br><i>Fixed assets &amp; long term assets</i> | 231,275         | 229,326 | 10,078 | <p>Explain all movements in this category and not just those above 15% or over £100k</p> <table border="1"> <thead> <tr> <th><b>Fixed Asset Movement</b></th> <th><b>£</b></th> </tr> </thead> <tbody> <tr> <td>at 1st April 2020</td> <td>£231,275</td> </tr> <tr> <td><b>Purchases</b></td> <td></td> </tr> <tr> <td>VE75 Remembrance Bench</td> <td>£981</td> </tr> <tr> <td>Laminator</td> <td>£50</td> </tr> <tr> <td></td> <td><b>£1,031</b></td> </tr> <tr> <td><b>Disposals</b></td> <td></td> </tr> <tr> <td>Bus Shelter - Motorworld</td> <td>(£2,980)</td> </tr> <tr> <td></td> <td><b>(£2,980)</b></td> </tr> <tr> <td>Movement</td> <td>(1,949)</td> </tr> <tr> <td><b>at 31st March 2021</b></td> <td><b>£229,326</b></td> </tr> </tbody> </table> |               | <b>Fixed Asset Movement</b> | <b>£</b> | at 1st April 2020 | £231,275 | <b>Purchases</b> |  | VE75 Remembrance Bench | £981 | Laminator | £50 |  | <b>£1,031</b> | <b>Disposals</b> |  | Bus Shelter - Motorworld | (£2,980) |  | <b>(£2,980)</b> | Movement | (1,949) | <b>at 31st March 2021</b> | <b>£229,326</b> |
| <b>Fixed Asset Movement</b>                         | <b>£</b>        |         |        |  |               |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
| at 1st April 2020                                   | £231,275        |         |        |  |               |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
| <b>Purchases</b>                                    |                 |         |        |  |               |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
| VE75 Remembrance Bench                              | £981            |         |        |  |               |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
| Laminator   | £50             |         |        |  |               |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
|   | <b>£1,031</b>   |         |        |  |               |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
| <b>Disposals</b>                                    |                 |         |        |  |               |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
| Bus Shelter - Motorworld                            | (£2,980)        |         |        |  |               |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
|   | <b>(£2,980)</b> |         |        |  |               |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
| Movement  | (1,949)         |         |        |  |               |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
| <b>at 31st March 2021</b>                           | <b>£229,326</b> |         |        |  |               |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |
| Box 10<br><i>Total borrowing</i>                    | 0               | 0       | 0      |  |               |                             |          |                   |          |                  |  |                        |      |           |     |  |               |                  |  |                          |          |  |                 |          |         |                           |                 |

**Reconciliation between Box 7 and Box 8 in Section 2 (31/03/2021). Note – this form is only required for authorities preparing their accounts on an income and expenditure basis**

Parish Council name: **Billbrook Parish Council**

There should only be a difference between Box 7 and Box 8 where the accounts are prepared on an Income & Expenditure basis and where there are year-end adjustments for debtors/prepayments and creditors/receipts in advance. Please provide details of the year-end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

|   | £                    | £                    |
|---|----------------------|----------------------|
| <b>Total of Box 7: Balances carried forward (31/3/2021)</b>   |                      | <b>104,232</b>       |
| Deduct: Debtors   |                      |                      |
|   | <input type="text"/> |                      |
| Deduct: Payments made in advance (prepayments)  |                      |                      |
|   | <input type="text"/> |                      |
| <b>Total deductions</b>   |                      | <input type="text"/> |
| Add: Creditors  |                      |                      |
|   | <input type="text"/> |                      |
| Add: Receipts in advance  |                      |                      |
|   | <input type="text"/> |                      |
| <b>Total additions</b>  |                      | <input type="text"/> |
| <b>Total of Box 8: Total cash and short term investments (31/3/2021)</b><br>(must agree to the net balances on bank reconciliation) |                      | <b>104,232</b>       |

Parish Council name: **Bilbrook Parish Council**

Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

|   |                                    |  |
|---|------------------------------------|--|
| <b>Clerk's name:</b><br>Mrs K Daker   | <b>RFO's name (if not clerk):</b>  | <b>Chair's name:</b><br>Mrs S Adams  |
| Clerk working hours:<br>15 hours  | RFO working hours (if not clerk):  |  |
| Parish Council registered address:<br>Bilbrook Parish Council<br>Bilbrook Village Hall<br>Joey's Lane<br>Bilbrook<br>WV8 1JL  | Parish Council registered address: | Chair contact address:<br>Milbrook Cottage<br>Lane Green Road<br>Dam Mill<br>Bilbrook<br>WV8 2JS |
| Telephone:<br>Primary contact number:<br>01902 840007<br>Mobile/Alternative number:<br>07513 297212   | Telephone:                         | Telephone:<br>Primary contact number:<br>07787 533833<br>Mobile/Alternative number:<br>N/A       |
| Generic e-mail address for the Authority (please only provide a personal e-mail address if the clerk / RFO does not have access to a generic e-mail account).<br><br>clerk@bilbrookparishcouncil.gov.uk |                                    |  |

*Please return this form together with the Annual Governance & Accountability Return and other information requested.*

**Confirmation regarding the exercise of public rights**

Parish Council name: **Bilbrook Parish Council**

The Parish Council must inform the electorate of an exact 30 working day period during which public rights may be exercised.

The inspection period must commence no later than 1 July 2021.

The elector's rights must start **EXACTLY** one day after the annual return has been published on your website (or other free to access website used by the Council) with the statutory notice at Attachment 3.2. Publication of the annual return must be as soon as practical after the unaudited annual return has been approved by the Parish Council.

Working days are defined as Monday – Friday. They do not include Saturdays, Sundays and Bank holidays.

The inspection period commences on: **Monday 7th June 2021**

And ends on: **Friday 16<sup>th</sup> July 2021**

Signed:  Date: 03/06/2021

Position held: Parish Clerk and Responsible Financial Officer