

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

### Youlgrave 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	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:

27/04/2021

and recorded as minute reference:

2941

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

Chairman

Clerk

### Other information required by the Transparency Code (not part of the Annual Governance Statement)

	Yes	No
The authority website/webpage is up to date and the information required by the Transparency Code has been published.	✓	

www.youlgrave.org.uk



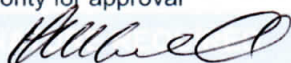
## Section 2 – Accounting Statements 2020/21 for

### Youlgrave Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	56,149	21,413	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	18,579	19,048	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	27,253	18,985	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	8,796	9,046	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	71,772	25,820	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	21,413	24,580	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	21,413	24,580	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	272,702	272,702	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

20/04/2021

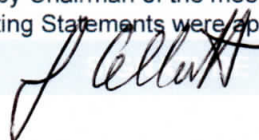
I confirm that these Accounting Statements were approved by this authority on this date:

27/04/2021

as recorded in minute reference:

2942

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



# YOULGRAVE PARISH COUNCIL



Notes to Accounts

YE: 31/03/2021

Statement of Significant Variations: (variance > £150 or 15% of last year)

Line 2:	469				2.52% increase -no Covid assistance
Line 3:	-8268				
CE Car park Honesty box	3,848	5,509	43.17%	1,661	Covid suffer through closure (prev closed rebuild
Defibrillator fund for 4 units	52	0	-100.00%	-52	Covid nil donations in kiosk
Well dressings	343	0	-100.00%	-343	Covid suffer through closure
ALPF Honesty Box	285	692	142.81%	407	non sport summer release from lockdown
HLTB Honesty Box	1,072	492	-54.10%	-580	Covid suffer through closure
Footpath grant	300	0	-100.00%	-300	no works due to Covid to Claim this yr
Playing field lettings	996	3,912	292.77%	2,916	insurance claim payout - no rents due to covid
grants	10,000	0	-100.00%	-10,000	DCC grants prev year - no grants for play
Reimbursables	4,425	4,635	4.75%	210	based on number of cuts
VAT Refund	4975	2952	-40.66%	-2,023	Final claim per major works
Allotment rents	576	720	25.00%	144	cross year payments
Remainder	381	73	-80.81%	-308	interest to nil and no grit sales - climate change
<b>Total income</b>	<b>27,253</b>	<b>18,985</b>		<b>-8,268</b>	

Line 4:	250				nalc agreements
Line 5:	none				
Line 6:	-45952				

Capital schemes	54,624	4,607	-91.57%	-50,017	CE Project completed 2020 + others
Playing fields maintenance	7,758	12,627	62.76%	4,869	includes insurance claim costs
Holywell toilet block	1,839	2,463	33.93%	624	Overused due to COVID day trippers
General maintenance	1,036	1,260	21.62%	224	bench repairs
s137	300	330	10.00%	30	Covid assistance
grit for winter	0	186	#DIV/0!	186	top up village in 2021 cold snap
VAT	2,952	1,314	-55.49%	-1,638	capital works
Insurance	1,248	1,296	3.85%	48	
Churchyard maintenance	100	4	-96.00%	-96	
Gen administration	1,080	1,312	21.48%	232	zoom for Covid
Remainder	835	421	-49.60%	-414	
<b>Total expenditure</b>	<b>71,772</b>	<b>25,820</b>		<b>-45,952</b>	

Line 7&8:	match
Line 9:	match

## Receipt and Expenditure

### Balances @ 31 March 21

Balance brought forward 1.4.2020	21413
Total Income	38033
LESS Expenditure	-34866
	<u>24580</u>

### Represented by

Co-Op Current account non-defib	357	CE Funds reserve
Co-Op Deposit Account	4	
Co-Op Current account	2,490	Defibrillator monies
Unity trust Savings account	10,051	
Unity trust Current account	11,682	Secure internet authorisation banking facility
ADD Unpresented receipts	0	
LESS Unpresented cheques	-4	Cashed May 2021
	<u>24580</u>	

### Reserve Accounts @

	31/03/2020	31/03/2021	
Election Reserve	£1,529	£1,529	reserve for elections
Pavilion / Play Equipment Fund	£2,746	£2,746	For repairs & replacements
Playing Field Mowing contingency	£4,090	£4,090	buffer in case District grant is axed
Toddler Swing replacement	£2,000	£4,000	Next project - needs Play grants
Path and Bike Trail	£1,367	£1,367	being allocated to vandalised muga fencing
Youth Club fund	£300	£300	DCC grant awaiting expenditure
CE Car park walls	£3,809	£0	completed May 2020
Tennis court surface	£1,545	£1,545	Ring fenced old Tennis club donation for renewal
Allotment Walls	£517	£517	Repair reserve
Defibrillator Fund	£2,563	£2,563	Ring fenced for replacement units
Holywell Lane Toilet block res	£0	£1,950	Spent in April 2021
Honesty Box CE Account	£947	£3,973	Building up funds for new projects
	<u>£21,413</u>	<u>£24,580</u>	



# Annual Internal Audit Report 2020/21

## Youlgrave Parish Council

www.youlgrave.org.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.			✓ No Petty Cash
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)	Yes	No	Not applicable
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

Name of person who carried out the internal audit

29.05.2021

Brian Woods

Signature of person who carried out the internal audit



Date 29.05.2021

\*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).