

# Culcheth & Glazebury Parish Council

## Notice of conclusion of audit

### Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p><b>Notes</b></p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>	<p>1. The audit of accounts for Culcheth &amp; Glazebury Parish Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p> <p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of Culcheth &amp; Glazebury Parish Council on application to:</p> <p>(a) <u>THE CLERK</u> <u>CULCHETH LIBRARY</u> <u>WARRINGTON ROAD</u> <u>CULCHETH, WMA3 5SL</u></p> <p>(b) <u>culcheth.clerk@btinternet.com</u></p> <p>3. Copies will be provided to any person on payment of £ 2 (c) for each copy of the Annual Governance &amp; Accountability Return.</p> <p>Announcement made by: (d) <u>TINA ROBERTS-SWIFT</u></p> <p>Date of announcement: (e) <u>29/09/2022</u></p>
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**Section 1 – Annual Governance Statement 2021/22**

We acknowledge as the members of:

**COURTNEY A GRAZEBURY PARISH COUNCIL**


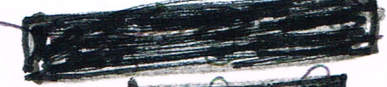
our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

Agreed		Yes	No	Yes means that this authority
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.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability including financial reporting and, if required, independent examination or audit.	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.	N/A		

\*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: **28th June 2022**

and recorded as minute reference: **ITEM 4 4.7**

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

*www.courtneyandgrazebury-parish-council.org.uk*



Section 2 – Accounting Statements 2021/22 for

CULCETH & GLAZEBURY PARISH COUNCIL

Notes and guidance	Year ending		11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)
	31 March 2021	31 March 2022	
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	£	£	
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.	131018	70564	
Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	123568	124562	
3. (+) Total other receipts	11013	1218	
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.	15830	14654	
Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	0	0	
5. (-) Loan interest/capital repayments	0	0	
Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	58297	73064	
7. (=) Balances carried forward	131018	169080	
8. Total value of cash and short term investments	131018	169080	
9. Total fixed assets plus long term investments and assets	97345	91145	
10. Total borrowings	0	0	
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/A

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.	169080	131018	
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.	91145	97345	
The outstanding capital balance as at 31 March of all loans from third parties (including PwLB).	0	0	
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.	N/A	No	Yes

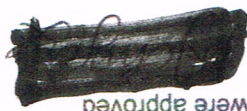
I confirm that these Accounting Statements were approved by this authority on this date:

25th June 2022

as recorded in minute reference:

15M4 4.5

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



I certify that for the year ended 31 March 2022 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 28/06/2022



Section 3 – External Auditor Report and Certificate 2021/22

CULCHETH & GLAZEBURY PARISH COUNCIL – CH0064

In respect of

1 Respective responsibilities of the body and the auditor

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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:  
None.

3 External auditor certificate 2021/22

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 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

*PKF Littlejohn LLP*

Date

29/09/2022

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))