

Carlton Parish Council

Audit documentation for the financial year ending 31st March 2024

This file includes the following documents:

- (A) Annual Governance and Accountability Return 2023-2024 comprising:
 - Page 3: Certificate of Exemption
 - Page 4: Internal audit report
 - Page 5: Annual governance statement
 - Page 6: Accounting statements
- (B) Explanation of variances
- (C) Bank reconciliation
- (D) Explanation for high reserves

These documents are unaudited and subject to change

The accounts and supporting documentation will be available for public
inspection from
Monday 3rd June to Friday 12th July 2024 inclusive

[Full details and information about public rights will be given in separate advertisements]

More detailed financial information is published on the
Carlton Parish Council website at www.carltonpc.co.uk/finance

Carlton Parish Council

Audit documentation for the financial year ending 31st March 2024

Draft documentation for completion at meeting on 8th May

- (A) Annual Governance and Accountability Return 2023-2024 comprising:
 - Page 3: Certificate of Exemption
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 - Page 5: Annual governance statement
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Annual Governance and Accountability Return 2023/24 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review.

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2024**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - c) **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - d) **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - e) **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
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 2024**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- Certificate of Exemption, page 3
- Annual Internal Audit Report 2023/24, page 4
- Section 1 – Annual Governance Statement 2023/24, page 5
- Section 2 – Accounting Statements 2023/24, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 13 (2) Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2023/24 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

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 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2023/24, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2024. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2024**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- 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.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- 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 2024**.

Completion checklist		Yes	No
All sections	Have all highlighted boxes been completed?	YES	
	Have the dates set for the period for the exercise of public rights been published?	YES	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	YES	
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	YES	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	YES	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	YES	
	Has an explanation of significant variations been published where required?	YES	
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?	YES	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	YES	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)	N/A	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2023/24 Form 2

To be completed by smaller authority as when the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2024 and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2018

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 2024 and a completed Certificate of Exemption is submitted no later than 30 June 2024 notifying the external auditor.

CARLTON PARISH COUNCIL

certifies that during the financial year 2023/24, 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 2023/24: £12,411.25

Total annual gross expenditure for the authority 2023/24: £9,649.37

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 Form 3 to the external auditor to undertake a limited assurance review for which a fee of £210 +VAT will be payable.

By signing this Certificate of Exemption you are confirming that:

- The authority was in existence on 1st April 2020
• In relation to the preceding financial year (2022/23), 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 the above statements apply and 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 published on the authority website/webpage* before 1 July 2024. authority will comply with the publication requirements.

Date 2/4/24
Date 8/5/24

I confirm that this Certificate of Exemption was approved by this authority on this date: 08-05-2024. as recorded in minute reference: P.1943/8e

Generic email address of Authority CLERK @ CARLTONPC.CO.UK

Telephone number 01455-290934

*Published web address WWW.CARLTONPC.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 2024. Reminder letters for late submission will incur a charge of £40 + VAT.

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During the financial year ended 31 March 2024, 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 2023/24 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.	Yes		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes		
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.	Yes		
H. Asset and investments registers were complete and accurate and properly maintained.	Yes		
I. Periodic bank account reconciliations were properly carried out during the year.	Yes		
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.	Yes		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <small>(If the authority has a limited assurance review or its 2022/23 AGAR link not covered)</small>	Yes		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	Yes		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <small>(during the 2023/24 AGAR period the authority notified the public of the 2022/23 AGAR and invited comments on it, possible errors/omissions were corrected and the AGAR published in accordance with the regulations)</small>	Yes		
N. The authority has complied with the publication requirements for 2022/23 AGAR <small>(see AGAR Page 1 Guidance Notes).</small>	Yes		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

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 8-9 January 2024
19 April 2024

Name of person who carried out the internal audit

MRS. J. MARSHALL

Signature of person who carried out the internal audit



Date. 22.04.2024

*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).

We acknowledge as the members of:

CARLTON 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 2024, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	YES		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.	YES		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.	YES		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.	YES		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.	YES		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.	YES		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.	YES		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.	YES		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.			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

*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:

8th May 2024,

and recorded as minute reference:

P. 1943/8g.

Signed by the Chair and Clerk of the meeting where approval was

Chair

Clerk

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	YES
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www.carltonpc.co.uk/finance.

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1	Balances brought forward	51626	53024	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	8550	8575	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	2281	3836	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	1800	1800	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	7633	7849	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	53024	55786	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	53024	55786	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	27966	27845	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	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11a	Disclosure note re Trust funds (including charitable)		NO	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b	Disclosure note re Trust funds (including charitable)		N/A	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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 faithfully and accurately on behalf of this authority.

Signed by: _____
 Presented to: _____

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

08 05 2024.

as recorded in minute reference:

P. 1943/8h.

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

Date

9th April 2024.
 09/04/2024

Carlton Parish Council Leicestershire

B) Explanation of variances for financial year ending 31st March 2024

	2022/23	2023/24	Variance £	Variance %	Explanation																								
Box 2	8550	8575	25	0.3																									
Box 3	2281	3836	1555	68	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Donations 22/23</td> <td style="text-align: right;">80</td> </tr> <tr> <td>Grants 22/23</td> <td style="text-align: right;">610</td> </tr> <tr> <td><u>TOTAL 1</u></td> <td style="text-align: right;"><u>690</u></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Donations 23/24</td> <td style="text-align: right;">2130</td> </tr> <tr> <td>Grants 23/24</td> <td style="text-align: right;">0</td> </tr> <tr> <td><u>TOTAL 2</u></td> <td style="text-align: right;"><u>2130</u></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>TOTAL 2 – TOTAL 1</td> <td style="text-align: right;">1440</td> </tr> <tr> <td><u>Subtract variance</u></td> <td style="text-align: right;"><u>1555</u></td> </tr> <tr> <td></td> <td style="text-align: right;">115</td> </tr> <tr> <td>Residual variance</td> <td style="text-align: right;">5%</td> </tr> </table>	Donations 22/23	80	Grants 22/23	610	<u>TOTAL 1</u>	<u>690</u>			Donations 23/24	2130	Grants 23/24	0	<u>TOTAL 2</u>	<u>2130</u>			TOTAL 2 – TOTAL 1	1440	<u>Subtract variance</u>	<u>1555</u>		115	Residual variance	5%
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TOTAL 2 – TOTAL 1	1440																												
<u>Subtract variance</u>	<u>1555</u>																												
	115																												
Residual variance	5%																												
Box 4	1800	1800	0	0																									
Box 5	nil	nil																											
Box 6	7633	7849	216	2.8%																									
Box 9	27966	27845	121	0.4%																									
Box 10	nil	nil																											

C J Peat
Responsible Financial Officer
9th April 2024

Carlton Parish Council Leicestershire

D) Explanation for high reserves

Carlton Parish Council held the following reserves at 31st March 2024:

Recreational land reserve (for purchase of playing field)	40025
Fixed asset fund (for repair/replacement of fixed assets eg play equipment)	6480
Voluntary group funds (include public donations)	2606
Election reserve	2000
Contingency reserve	4000
Total	55111

C J Peat
Responsible Financial Officer
9th April 2024

Carlton Parish Council Leicestershire

C) Bank reconciliation for financial year ending 31st March 2023

Bank statements at 31st March 2024	£.p
HSBC Business current account	4989.56
HSBC Business Money Manager account	13687.64
<u>Barclays Business direct account</u>	<u>37538.84</u>
Total	56216.04
<i>Subtract</i> Unpresented cheque number 100868	390.20
Unpresented cheque number 100869	40.00
<hr/>	
Balance carried forward	55785.84
<hr/>	

Receipts & Payments account book	£.p
Opening balance on 1 st April 2023	53023.96
<i>Add</i>	
<u>Receipts to 31st March 2024</u>	<u>12411.25</u>
Total	65435.21
<i>Subtract</i>	
<u>Payments to 31st March 2024</u>	<u>9649.37</u>
Total	55785.84
<hr/>	

C J Peat
Responsible Financial Officer
9th April 2024