

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

PUXTON 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' 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.	✓		<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
			✓

*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:

07/04/2022

and recorded as minute reference:

036/22

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

Chairman

L M Redding

Clerk

Donald Hill

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

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes No

puxtonparishcouncil.org.uk

Section 2 – Accounting Statements 2021/22 for

PUXTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	13925	14887	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. <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	7770	8432	<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	0	0	<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	3264	3960	<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	3544	3581	<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	14887	15778	<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	14887	15778	<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	2992 42992 **	42993 *	<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	N/A
			✓
			<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i> <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

*** See the Asset Register below for an explanation of this amended figure**

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

Donald Hill

Date 06/04/2022

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

07/04/2022

as recorded in minute reference:

038/22c

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

L M Redding

**** Figure at 9 2021 amended per 2018-19 accounts**

PUXTON PARISH COUNCIL
CURRENT ACCOUNT BANK RECONCILIATION - page 1
BEING THE INCOME & EXPENDITURE SUMMARY FROM 1ST APRIL 2021 - 31ST MARCH 2022

	2021-22		2020-21	
INCOME & EXPENDITURE SUMMARY	HSBC			
Precept	8432		7770	
Other Income (Council Tac Support Grant)	0		0	
Interest	0		0	
TOTAL INCOME		8432		7770
Add Funds Bought Forward	14888		13925	
Deduct Clerk's Pay for Year	-3960		-3264	
Deduct Other Expenses Paid Out	-3581	7347	-3544	7117
FUNDS CARRIED FORWARD TO NEXT YEAR		15779		14887

BANK RECONCILIATION

Balances per Accounts @31st March	15779	14887
Plus Un-presented Cheques @ 31st March	0	150
Balances per Bank Statements @ 31st March	15779	15037

	2021-22	2020-21
EXPENDITURE		
Clerk's pay	3960	3264
Hall Hire	275	275
Training	0	0
Insurance	245	245
Cllr/Clerk Expenses	412	412
Subscriptions	131	113
Donations	0	0
Asset Purchases	0	0
Other Purchases	0	0
Audit	45	45
Website	150	150
Election Admin	0	0
Parish Maintenance	2304	2304
Bank Charges	20	
Total Expenditure	7542	6808

The Council is not VAT registered

Assets Register: Asset Book Total (at replacement prices) £2992 per accompanying Register

The Council handles no cash, so there is no cash book

Approved by the Parish Council

Signed..... **L M Redding**
Chairman

Signed..... **Donald Hill**
Clerk

Date..... **7/4/2022**

PUXTON PARISH COUNCIL
BANK RECONCILIATION - page 2
INCOME & EXPENDITURE SUMMARY FROM 1ST APRIL 2021 - 31ST MARCH 2022
ANALYSIS OF DIFFERENCES BETWEEN 2020-21 & 2021-22

INCOME	2021-22	2020-21	Difference	Notes
Precept	8432	7770	662	Maintenance of capital provision in the light of already ring-fenced expenditure on A370 pedestrian refuge
Bank Interest	0	0	0	
Other Income	0	0	0	
			0	
EXPENDITURE			0	
Clerk's Pay	3960	3264	696	Increase agreed at February 2021 minute 018/21
Other Expenses			0	
Hall Hire	275	275	0	
Training	0	0	0	
Insurance	245	245	0	
Cllr's Clerk's Expenses	412	412	0	
Subscriptions	131	113	18	
Donations	0	0	0	
Asset Purchases	0	0	0	
Other Purchases	0	0	0	
Audit	45	45	0	
Website	150	150	0	
Elections	0	0	0	
Parish Maintenance	2304	2304	0	
Bank Charges	20	0	20	
Excluding Clerk's Fee	3582	3544	38	
<i>Including Clerk's Pay</i>	<i>7542</i>	<i>6808</i>	<i>734</i>	
BALANCE SHEET ITEMS			0	
Fixed & Long Term Assets *	2992	2992	0	

* Puxton Parish Council also has 'notional' property assets as follows: i) The Car Park attached to St Anne's School per deed (on office file) ii) Hewish and Puxton Community Fund 'notional' property asset via funds of £40,000 advanced to Hewish and Puxton Village Hall Ltd in the form of a no-interest mortgage, towards the purchase of the freehold of Hewish and Puxton Village Hall per deed (on office file)

Puxton Parish Council Asset Register

Year		Quantity	Unit Value (£)	Book Value (£)		
	No Register Before 2016					
@ 31/03/16	Acer Laptop	1	400	400	Hall	
	Printer	1	80	80	Hall	
	Flower Planters	4	500	2000	PO Lay-by & Entries	
	Grit Bins	2	150	300		
	Noticeboard	1	980	980	Village Green	
	Projector	1	300	300	Hall	
	Film Screen	1	80	80	Hall	
	Public Bench	1	500	500	Village Green	
	SpeedWatch Gun	1	191	191	Jim Howard's	
				4831		AUDIT FIGURE - @ 31/03/16
@31/03/17	Public Bench (missed from 2016)	1	500	500	Wick Lane/The Grange	
				5331		AUDIT FIGURE - @ 31/03/17
@31/03/18	Acer Laptop Write Off	1	-400	-400		
	Apple Mini Computer	1	399	399		
	Printer	1	-80	-80		
				5250		AUDIT FIGURE - @ 31/03/18
@31/03/19	Filing Cabinet	1	122	122	Hall	
				5372		AUDIT FIGURE - @ 31/03/19
@31/03/20	No write offs or additions	-		5372		AUDIT FIGURE - @ 31/03/20
@31/03/21	Flower Planters	4	-500	-2000		
	Projector	1	-300	-300		
	Film Screen	1	-80	-80		
				2992		AUDIT FIGURE - @ 31/03/21
@31/03/22	No write offs or additions			2992		AUDIT FIGURE - @ 31/03/22
01/07/2022	* St Annes School Car Park	1		1		
July 2022	Hewish & Puxton Village Hall 1st Charge	1		40000		
@31/03/22	Amended Asset Value to carry forward as at the end of the Financial year 2021-22			42993		AMENDED AUDIT FIGURE - @ 31/03/22

AMENDED AUDIT FIGURE FOR 2021-22 ACCOUNTS DUE TO CHANGED TREATMENT OF TWO ITEMS

Puxton Parish Council also has two 'notional' property assets that have been recorded here but not included as assets on the above register, and not, therefore, on the AGAR Section 2 report that forms the financial section of our annual audit papers. These items are:

1. **The Car Park attached to St Anne's School** - per deed (on office file).

On external auditor's advice in July 2022 this is to be recognised as an asset to the value of £1.00

2. **The Hewish & Puxton Community Fund** - During 2016, funds of £40,000 were advanced to Hewish and Puxton Village Hall Ltd in the form of a no-interest, no-repayment first charge (mortgage) on the assets of the Hall, towards the purchase of the freehold of Hewish and Puxton Village Hall per deed (on office file). The only circumstances under which the terms of this charge would be triggered would be if, for whatever reason, the Hall were to cease operating and realised its assets.

On external auditor's advice in July 2022 this is to be recognised as an asset to the value of £40,000

The asset values of items 1 & 2 above have accordingly been included in the Asset Register above per the amendment in red.

**It is a Transparency requirement that all items of expenditure over £100 are shown on the published year end accounts.
The complete income and expenditure record below, for the year 2021-22 includes, all items of expenditure over £100.00**

PUXTON PARISH COUNCIL INCOME & EXPENDITURE: 1st April 2021 - 31st March 2022 (Precept £8432.00)

DATE		BANK						GENERAL FUND EXPENSE ANALYSIS										OPERATING FUNDS				
2020	ITEM	CH	IN	OUT	BALANCE	Stmnt	NOTES	Clerk	Clk/Cllr	Hall	Parish	Ins/Subs	Pub-	Other	Web	Bank	TOTALS	VAT	Election	Capital	General	Total Op
-2021		Minute							Exp	Hire	Maint	Audit	-licity	Costs	Site	Chrgs			Pro	Prov	Fund	Funds
Apr 1	Funds Bought Forward				14,886.97														2555.00	7001.00	5330.97	14886.97
	OPERATING BAL B/F				14,886.97														2,555.00	7,001.00	5,330.97	14886.97
Apr 1	NSC 1st Half Precept	BACS	4216.00		19,102.97	94											0.00			350.00	3,866.00	
	Clerk's Pay & Expenses	SO		298.30	18,804.67	94		264.00	34.30								298.30				298.30	
	H&P Village Hall Hire	SO		22.92	18,781.75	94								22.92			22.92				22.92	
	ALCA Annual Subscription	BACS		95.73	18,686.02	94						95.73					95.73				95.73	
Pr Yr Adj	VisionICT Cheque not Received	268	150.00		18,836.02	-	AGREES										0.00				150.00	
May 5	Clerk's Pay & Expenses	SO		298.30	18,537.72	95-96		264.00	34.30								298.30				298.30	
	H&P Village Hall Hire	SO		22.92	18,514.80	95-96								22.92			22.92				22.92	
	APS Parish Maintenance APR	BACS		288.00	18,226.80	95-96	AGREES				288.00						288.00				288.00	
	Phil Smith re 2020-21 Audit	BACS		45.00	18,181.80	97						45.00					45.00				45.00	
Jun 3	Clerk's Pay & Expenses	SO		298.30	17,883.50	97		264.00	34.30								298.30				298.30	
	H&P Village Hall Hire	SO		22.92	17,860.58	97								22.92			22.92				22.92	
	APS Parish Maintenance MAY	BACS		288.00	17,572.58	97					288.00						288.00				288.00	
	HMRC re PAYE Apr/May/June	BACS		198.00	17,374.58	97		198.00									198.00				198.00	
Pr Yr Adj	VisionICT - see Apr 1st entry	Pr Yr	-150.00		17,224.58	97											0.00				150.00	
Jul 1	APS Parish Maintenance JUN	BACS		288.00	16,936.58	97	AGREES				288.00						288.00				288.00	
	Clerk's Pay & Expenses	SO		298.30	16,638.28	98		264.00	34.30								298.30				298.30	
	H&P Village Hall Hire	SO		22.92	16,615.36	98	No mtng							22.92			22.92				22.92	
Aug 5	APS Parish Maintenance JUL	BACS		288.00	16,327.36	98	AGREES				288.00						288.00				288.00	
	Clerk's Pay & Expenses	SO		298.30	16,029.06	99		264.00	34.30								298.30				298.30	
	H&P Village Hall Hire	SO		22.92	16,006.14	99								22.92			22.92				22.92	
Sep 2	NSC 2nd Half Precept	BACS	4216.00		20,222.14	99	AGREES										0.00			350.00	3,866.00	
	H&P Village Hall Hire	SO		22.92	20,199.22	100				22.92							22.92				22.92	
	Clerk's Pay & Expenses	SO		298.30	19,900.92	100		264.00	34.30								298.30				298.30	
	HMRC re PAYE Jul/Aug/Sep	BACS		198.00	19,702.92	100		198.00									198.00				198.00	
	ICO Data Protection Fee	DD		35.00	19,667.92	100						35.00					35.00				35.00	
	APS Parish Maintenance Aug	BACS		288.00	19,379.92	100	AGREES				288.00						288.00				288.00	
Oct 7	APS Parish Maintenance Sep	BACS		288.00	19,091.92	101					288.00						288.00				288.00	
	Clerk's Pay & Expenses	SO		298.30	18,793.62	101		264.00	34.30								298.30				298.30	
	H&P Village Hall Hire	SO		22.92	18,770.70	101				22.92							22.92				22.92	
Nov 4	APS Parish Maintenance Oct	SO		288.00	18,482.70	101	AGREES				288.00						288.00				288.00	
	H&P Village Hall Hire	SO		22.92	18,459.78	102				22.92							22.92				22.92	
	Clerk's Pay & Expenses	BACS		298.30	18,161.48	102		264.00	34.30								298.30				298.30	
Dec 2	HMRC re PAYE Oct/Nov/Dec	SO		198.00	17,963.48	102	AGREES	198.00									198.00				198.00	
	H&P Village Hall Hire	SO		22.92	17,940.56	103				22.92							22.92				22.92	
	Clerk's Pay & Expenses	BACS		298.30	17,642.26	103		264.00	34.30								298.30				298.30	
	Bank Charge (new monthly charge)			5.00	17,637.26	103										5.00	5.00				5.00	
Jan 6	H&P Village Hall Hire	SO		22.92	17,614.34	104				22.92							22.92				22.92	
	Clerk's Pay & Expenses	SO		298.30	17,316.04	104		264.00	34.30								298.30				298.30	
	VisionICT re Web Support	BACS		150.00	17,166.04	103									150.00		150.00				150.00	
	Bank Charge	SO		5.00	17,161.04	104										5.00	5.00				5.00	
Feb 3	H&P Village Hall Hire	SO		22.92	17,138.12	105				22.92							22.92				22.92	
	Clerk's Pay & Expenses	BACS		298.30	16,839.82	105		264.00	34.30								298.30				298.30	
	Zurich Insurance Premium	BACS		244.72	16,595.10	104						244.72					244.72				244.72	
	APS Parish Maintenance JAN			288.00	16,307.10	104	AGREES				288.00						288.00				288.00	
	Bank Charge	BACS		5.00	16,302.10	105	AGREES									5.00	5.00				5.00	
Mar 3	H&P Village Hall Hire	SO		22.92	16,279.18	105				22.92							22.92				22.92	
	Clerk's Pay & Expenses	SO		298.30	15,980.88	105		264.00	34.30								298.30				298.30	
	Bank Charge			5.00	15,975.88	105										5.00	5.00				5.00	
	HMRC re PAYE Jan/Feb/Mar	BACS		198.00	15,777.88	105	AGREES	198.00									198.00				198.00	
					15,777.88												0.00				0.00	

