

# Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

**PLESHEY 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	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

\*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:

28/04/2021

and recorded as minute reference:

2021/437

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

Chairman

*F. Pallester*

Clerk

*W. H. H.*

### 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
<input checked="" type="checkbox"/>	<input type="checkbox"/>

E-VOICE.ORG.UK/PLESHEY-PARISH-COUNCIL

Section 2 – Accounting Statements 2020/21 for

PLESHEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	26292	23893	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.
2. (+) Precept or Rates and Levies	7506	7506	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2568	1496	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	3801	3580	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	8672	4139	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	23893	25176	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	23893	25176	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	54740	59999	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

*[Signature]*

Date

28/04/2021

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

28/04/2021

as recorded in minute reference:

2021/438

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

*[Signature]*

**Explanation of variances – pro forma**

Name of smaller authority: **Friarley Parish Council**  
 County area (local council) of: **Essex**  
 Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

**Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:**

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances from 2020/21 variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/levies & levies value (Box 2).

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic assessment higher below based on figures input. DO NOT OVERWRITE THESE BOXES
1 Balances Brought Forward	26,292	23,893				Explanation of % variance from PY opening balance not required - Balance brought forward figure
2 Precept or Rates and Levies	7,506	7,506	0	0.00%	NO	Two payments of £3753 received
3 Total Other Receipts	2,988	1,486	-1,072	41.74%	YES	No Grants this year. No CIL Income. Only £1010.94 in VAT. £475 for Glass Cutting Contract and £10.43 in interest payments. 2019-2020 we received a grant of £500 and CIL Income of £1561.43
4 Staff Costs	3,801	3,580	-221	5.81%	NO	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	8,672	4,139	-4,533	52.27%	YES	Spand is down due to the pandemic and having Play areas shut during lockdown1. £1500 on Village Hall grant, £655.28 on insurance, £450 on grass cutting, £233.94 on debris parts, £300.88 on open space repairs, £275 on audit fees, £168.73 on Subscription fees, £230.70 on handyman resource, £48 on training, £67 on payroll, £30 ST37.
7 Balances Carried Forward	23,893	25,176			YES	VARIANCE EXPLANATION NOT REQUIRED. EXPLANATION REQUIRED ON RESERVES TAB
8 Total Cash and Short Term Investments	23,893	25,176			NO	VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments &	54,740	59,999	5,259	9.61%	NO	
10 Total Borrowings	0	0	0	0.00%	NO	

Rounding errors of up to £2 are tolerable  
 Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 9 (CAPITAL PLUS INTEREST PAYMENT)

**Explanation for 'high' reserves**

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

Farmarked reserves:

£      £      £

community      4331



4331

General reserve      20845

20845

Total reserves (must agree to Box 7)

25176

### Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: Pleshey Parish Council

County area (local councils and parish meetings only): Essex

Financial year ending 31 March 20xx

Prepared by (Name and Role): w. Adshead-Grant Clerk&RFO

Date: 09.04.2021

	£	£
<b>Balance per bank statements as at 31/3/21:</b>		
account 1	3877	
account 2	22844	
[add more accounts if necessary]		
		<u>26,721.0</u>
Petty cash float (if applicable)		
Less: any un-presented cheques as at 31/3/21 (enter these as negative numbers)		
100923	(15.00)	
100828	(30.00)	
100929	(1,500.00)	
[add more lines if necessary]		
		<u>(1,545.00)</u>
Add: any un-banked cash as at 31/3/21		
<b>Net balances as at 31/3/21 (Box 8)</b>		<u><u>25,176.0</u></u>