

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

COSGRIVE

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
			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:

04/05/2022

and recorded as minute reference:

15 (d)

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

Chairman **D A Smith**

Clerk

~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

Section 2 – Accounting Statements 2021/22 for

COSAROVE AUTHORITY

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	39735	47179	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	22750	23000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	10105	4177	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	5616	5760	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	19795	16776	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	47179	51820	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	47179	51820	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	51501	51502	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).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N/A.	N.B. The figures in the accounting statements above do not include any Trust transactions.

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

04/05/2022

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

~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

as recorded in minute reference:

15 (d)

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

~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

Issue date: 14 April 2022

Write to us at: PO Box 1000, Andover

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: MILTON KEYNES

Sort code: 30-15-53 Account number: 07912876

BIC: LOYDGB21052

IBAN: GB18 LOYD 3015 5307 9128 76

J31C4F01OK5MBA0000025756001003 343 000

COSGROVE PARISH COUNCIL
THE TREASURER
10 DEANSHANGER ROAD
OLD STRATFORD
MILTON KEYNES
BUCKINGHAMSHIRE
MK19 6AW



BUS BANK INSTANT

COSGROVE PARISH COUNCIL

Account summary

Balance On 18 Mar 2022	£32,667.53
Total Paid In	£0.30
Total Paid Out	£10,000.00
Balance On 13 Apr 2022	£22,667.83

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
18 Mar 22		STATEMENT OPENING BALANCE			32,667.53
11 Apr 22		INTEREST (GROSS)	0.30		32,667.83
13 Apr 22	TFR	TO 30155302281940		10,000.00	22,667.83
13 Apr 22		STATEMENT CLOSING BALANCE	0.30	10,000.00	22,667.83

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

TFR - Transfer

DAS

Issue date: 14 April 2022

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+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: MILTON KEYNES

Sort code: 30-15-53 Account number: 02281940

BIC: LOYDGB21052

IBAN: GB12 LOYD 3015 5302 2819 40

J31C4F01OK5MBA0000025755001002 343 000

COSGROVE PARISH COUNCIL
THE TREASURER
10 DEANSHANGER ROAD
OLD STRATFORD
MILTON KEYNES
BUCKINGHAMSHIRE
MK19 6AW



TREASURERS ACCOUNT

COSGROVE PARISH COUNCIL

Account summary

Balance On 18 Mar 2022	£19,212.21
Total Paid In	£10,105.00
Total Paid Out	£1,285.00
Balance On 14 Apr 2022	£28,032.21

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
18 Mar 22		STATEMENT OPENING BALANCE			19,212.21
29 Mar 22	CHQ	002082		60.00	19,152.21 ✓
08 Apr 22	CHQ	002085		440.00 ✓	18,712.21 •
08 Apr 22	CHQ	002093		216.00 ✓	18,496.21
13 Apr 22	CHQ	002090		198.00 ✓	18,298.21
13 Apr 22	CHQ	002086		96.00 ✓	18,202.21
13 Apr 22	FPI	WHITE J FUNERAL AT JWFD - RATCLIFFE 01023628768661000N 557006 40 13APR22 02:43	105.00		18,307.21
13 Apr 22	TFR	A/C 30155307912876	10,000.00		28,307.21
14 Apr 22	CHQ	002094		275.00 ✓	28,032.21
14 Apr 22		STATEMENT CLOSING BALANCE	10,105.00	1,285.00	28,032.21

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

CHQ - Cheque

FPI - Faster Payment

TFR - Transfer

2095 70.06
92 90/2.00
91 2382.60
89 175.00
88 713.20
87 340.80

12403.72
15338.00

DAS

Cosgrove Parish Council

10 Deanshanger Road
Old Stratford
MK19 6AW

PKF Littlejohn LLP

20th June 2022

Please find review Points For Year Ending 31st March 2021

As at 31st March 2022

Bank Reconciliation

Treasurers a/c	£19,152.21
Business Reserve a/c	£32,667.53
Total	£51,819.74

Earmarked Reserves

Project Fund	£12,524.00
BG Fund	£7,665.00
CiL (Allotment set & fees)	£5,360.70
Play Equipment Fund	£6,217.00
Street Lighting Fund	£7,990.00
Total	£39,755.70

Please find attached Annual Return Variances as follows

Box 3. 58.66% decrease in income over previous year primarily due to fall in BG revenue of 1,490 and no CiL payment of £5,360.70 on the previous years income

Box 6. 15.25% decrease in total payments due mainly to a reduction in the previous years project costs of £1,472, less mowing and admin costs totalling £620 and strict budgeting and the previous years late payment of the outstanding gate cost of £575 (due to pandemic))

Box 7. Variation of 0.89% due to the previous year explanation that the total no longer included the clerks pension

Note: The Internal Auditors report comments on the Approval of the AGAR, that it had been approved May 22 prior to the receipt of the Internal Audit or the approval of the Annual Governance Statement. This was because she had advised that she was unwell and although testing negative for Covid, I requested a delay until she was completely well again, as I was uncomfortable due to my age (79 years) and in a vulnerable group and despite being triple jabbed with a booster, the visit was delayed, but I did not defer taking matters to the council.

Derek M Everett PSLCC
Clerk
Cosgrove Parish Council
clerk@cosgroveparishcouncil.org.uk

~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: COSGROVE PARISH COUNCIL

County Area (local councils and parish meetings only): WEST NORTHANTS COUNCIL

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on MON 13 JUNE 2022

and ending on FRI 22 JULY 2022

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2022 (i.e. Friday 1 July – Thursday 14 July).

We have suggested the following dates: Monday 13 June – Friday 22 July 2022. The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022.)

Signed: ~~XXXXXXXXXXXXXXXXXXXX~~

Role: Clerk / RFO

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.

Annual Internal Audit Report 2021/22

COSGROVE PARISH COUNCIL

<http://www.cosgrovevillage.co.uk/> ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, 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 2021/22 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.			✓
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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) 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 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) 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 **NORTHANTS CALC LTD**
INTERNAL AUDIT
DD/MM/YYYY 27/05/2022 SERVICE YYY Name of person who carried out the internal audit
Katherine Houlihan NcALC Internal Audit

Signature of person who carried out the internal audit  Date **30/05/2022**

*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).

Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Cosgrove Parish Council		
Name of Internal Auditor:	Kate Houlihan	Date of report:	30 May 2022
Year ending:	31 March 2022	Date audit carried out:	27 May 2022

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chairman of the Council:

I carried out the year end audit in person on Friday 27 May 2022. I would like to thank the Clerk, Derek Everett for his time and hospitality during the audit. I understand that Clerk will be retiring this year and I would like to wish him a long and very happy retirement.

Prior to the meeting I conducted a review of the documentation available on the council's website including council policies, financial information and minutes.

Risk Management

The Council has reviewed their arrangements to manage identified risks and has a Risk assessment in place. The Risk assessment policy was agreed at the Annual meeting of the Council in June 2021.

Core Policies

Standing Orders, Financial regulations, Revised Code of conduct, Complaints procedures, Freedom of information details and Data Protection Policies were all agreed at the Annual meeting in June 2021.

I would recommend that during the course of the financial year, Standing Orders and Financial Regulations are reviewed to ensure that the council is working in line with the most up to date policies available from the National Association of Local Councils.

Council Minutes

I have reviewed the council minutes for 2021/2022, the minutes did not show any unusual activities. The minutes are agreed by the Council, signed by the Chairman and consecutively numbered.

Asset Register

The asset register is up to date and has been approved by the council.

VAT

VAT on expenditure items is recorded correctly in the Receipts and Payments ledger. I checked several payments with the relevant invoices and was able to follow the audit trail on these transactions.

Budgets/ Precept

The Council set a Precept of £23,000. The precept request resulted from a suitable budget being presented to the council. However, at this meeting the budget, precept and monthly payments, and finance reports were all discussed under the exclusion of the public and press. Discussion of the budget and precept would not normally be a reason to exclude the public and press. If the council is excluding the public and press they should ensure that there are suitable grounds to do this.

Insurance

The Council has renewed its Insurance with Came and Co for this financial year .

Salaries to Employees

The Clerks salary has been paid in accordance with Council approval and recorded in the Receipts and Payments accounts and in the minutes of the Council.

Bank Accounts

An audit trail on a number of transactions was carried out linking payments to the cash book and invoices. The Clerk has prepared the accounts on the correct accounting procedure – Receipts and payments.

There is a Bank reconciliation for each of the Council's Bank accounts and there are no unexplained balancing entries in the Account ledger and the Bank statements at 31.03.2022

Exercise of Public Rights

The council correctly set the dates for the exercise of public rights which must include the first 10 working days in July. (See section 9 of guidance from PKF)

Petty Cash

The council does not operate a petty cash float, so this area was not covered.

Approval of the AGAR.

The Practioners Guide details the order in which the various sections of the AGAR should be approved. This should be:

- The report of the Internal Auditor,
- The Annual Governance Statement, and then
- The Accounting Statement.

The accounting statement had been approved (May 2022) prior to receipt of the Internal Auditor or the approval of the Annual Governance Statement.

Yours sincerely

K Houlihan

Miss Kate Houlihan
Internal Auditor to the Council

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2020)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2021	Year ending 31 March 2022
1. Balances brought forward	39,735	47,179
2. Annual precept	22,750	23,000
3. Total other receipts	10,105	4,177
4. Staff costs	5,616	5,760
5. Loan interest/capital repayments	0	0
6. Total other payments	19,795	16,776
7. Balances carried forward	47,179	51,820
8. Total cash and investments	47,179	51,820
9. Total fixed assets and long-term assets	51,501	51,502
10. Total borrowings	0	0