

# Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
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 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2022
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- 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.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- 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 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2022</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2021/22

EN Horden Parish Council

horden.parish.durham.gov.uk PUBLICLY 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.	Yes ✓	No	Not applicable

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

14/03/2022 15/03/2022 DD/MM/YYYY

Name of person who carried out the internal audit

Tracy Ann Henderson INTERNAL AUDITOR

Signature of person who carried out the internal audit

*T Henderson*

SIGNATURE REQUIRED

Date

22/04/2022

\*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).

# Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

HORDEN 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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓			

\*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:

09/06/22

and recorded as minute reference:

HPC 22/23/061

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

Chairman

*[Signature]*

Clerk

*[Signature]*

<https://horden.parish.durham.gov.uk/data-transparency/>

**Horden Parish Council**  
**Annual Governance Statement for Year Ended 31<sup>st</sup> March 2022**

**This document supports Section 1 of the Council's Annual Governance Statement for 2021/22 and sets out the actions that Horden Parish Council have taken during the financial year to answer 'Yes' to each assertion.**

1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes	<ul style="list-style-type: none"> <li>• The Council considered and prepared a budget in a timely manner before setting a precept prior to the commencement of the financial year (HPC 20/21/069 – 3<sup>rd</sup> December 2020).</li> <li>• The Council monitor performance against its budget, reviewing Income and Expenditure Reports, and a supplementary report of the RFO at each Meeting of the Finance and General Purposes Committee, taking corrective action where necessary.</li> <li>• The Council consider earmarked reserves, general reserves and financial risk assessments periodically and prior to commencing any significant projects or long term commitments. If Council financial priorities change mid financial year, the Council review existing budgets, reserves and reprioritise their Strategic Plan accordingly.</li> <li>• The Council have appointed a RFO in accordance with Section 151 of the Local Government Act 1972.</li> <li>• The Council are satisfied its Responsible Finance Officer has determined a system of financial controls and discharged its duties under Regulation 4 of the Accounts and Audit Regulations 2015, via effective financial reporting to the Council throughout the financial year and up to date accounting records. This is verified by Independent Internal Audit Key Financial Audits.</li> <li>• The RFO has reconciled Council bank accounts for each cashbook on a monthly basis, this has been verified by two Members of the authority by signature.</li> <li>• The Council have no investments.</li> <li>• Year End closedown and preparation of Statement of Accounts will be completed by the RFO in compliance with statutory obligations and proper practices.</li> <li>• Council General Reserve Policy, in accordance with its Medium Term Financial Strategy, is to maintain a minimum of 25% (three months) of their Budget Net Expenditure.</li> <li>• Council reviewed the level and purpose of General and Earmarked Reserves in May 2021 (HPC 21/22/025) and again in December 2021 (HPC 21/22/092).</li> </ul>
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	<ul style="list-style-type: none"> <li>• Council have in place approved Standing Orders and Financial Regulations governing how it operates, which incorporate the manner in which tenders are invited.</li> <li>• Council Standing Orders and Financial Regulations are reviewed at least once annually.</li> </ul>

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|  | <ul style="list-style-type: none"> <li>• Arrangements to safeguard public money controls are in place. Council authorise all payments, two Member Signatures sign all cheques and authorise BACS payments in accordance with Council Financial Regulations, and the Finance &amp; General Purposes Chairman oversees all payments for accuracy.</li> <li>• Financial Regulations include formal and clear instructions for the making of payments and authorisation of payments by Officers.</li> <li>• All bank transfers and 'sweeps' have been reported to Council.</li> <li>• Council have an Anti-fraud and Corruption Policy in place.</li> <li>• The Council have a Cash Handling Policy in place.</li> <li>• The Council do not have any bank or credit cards.</li> <li>• The Council approved all bank mandates (F&amp;GP 21/22/093).</li> <li>• Council have approved all authorised bank signatories (HPC21/22/017).</li> <li>• The Council's Financial Risk Register includes provision for monitoring of the RFO's performance, knowledge and training needs, which may be required from time to time.</li> <li>• Remuneration payable to all employees has been in accordance with the National Joint Council for Local Government Services. The Council received remuneration payable to all employees in 2021/22 in March 2022 after a lengthy negotiation (HPC 21/22/127).</li> <li>• Council maintain its own payroll with IRIS Payemaster, which ensures accuracy and legitimacy of payments of salaries and wages, and associated liabilities. Payroll arrangements and responsibilities are included in the Council Financial Standing Orders. Verified by Independent Internal Audit Key Financial Audits.</li> <li>• Council provide employees with access to the Local Government Pension Scheme and has met its obligations in relation to Pension Reform and Automatic Enrolment.</li> <li>• The RFO has managed the quarterly VAT Returns in a timely manner and complied with Making Tax Digital.</li> <li>• Council have an Asset Register, which includes disposal and acquisition dates and values. The Council's Asset Register, disposals, acquisitions and value was approved by Council 3<sup>rd</sup> March 2022 (HPC 21/22/0109).</li> <li>• The Council have an approved Asset Management Policy and Procedure in place.</li> <li>• Loan repayments were factored into the 2021/22 Budget and are included in the Council five-year Medium Term Financial Strategy.</li> </ul> |
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			<ul style="list-style-type: none"> <li>• The Council have a three-year Service Level Agreement with Durham County Council for the provision of Independent Internal Audit Services.</li> <li>• The Council Noted their 2021/22 Internal Audit outturn position on progress made in delivering the internal audit plan for 2021/22 to gain assurance on the adequacy and effectiveness of the internal control environment at their Meeting 12<sup>th</sup> May 2022</li> <li>• The Council considered the content of the Annual Internal Audit Report and the overall 'Moderate' opinion provided on the adequacy and effectiveness of the Council's governance, risk management and control environment for 2021/22 at their Meeting held 12<sup>th</sup> May 2022.</li> <li>• The Council are satisfied that Internal Audit is an independent management of its financial controls and procedures.</li> </ul>
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	<ul style="list-style-type: none"> <li>• The Council have appropriate decision making processes to ensure its activities fall within its powers to act.</li> <li>• The Internal Auditor is satisfied that the Council have not taken any decision in 2021/22 that exceeds its powers or contravenes any laws, regulations or proper practices.</li> <li>• The Council do not exercise General Power of Competence.</li> <li>• The Council have approved Standing Orders and Financial Regulations, which were reviewed and approved 29<sup>th</sup> May 2021 (HPC21/22/009 &amp; 010)</li> <li>• The Council have discharged their responsibility to publish financial information in accordance with the Local Government Transparency Code 2015 as its turnover exceeds £200,000.</li> <li>• The Council are subscribed to advisory bodies including County Durham Association of Larger Councils, SLCC, NAC and NALC and receive regular updates on legislation changes and updates.</li> <li>• Council maintain a Training Budget for Members and Officers to access training opportunities and develop skills and knowledge.</li> </ul>
4	We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	No	<ul style="list-style-type: none"> <li>• The authority provided for the exercise of public rights, set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014.</li> <li>• In accordance with Part 5 of the Accounts and Audit Regulations 2015 the RFO published, on the Council's website and noticeboards: <ul style="list-style-type: none"> <li>✓ Section 1 and 2 of the Annual Governance and Accountability Return;</li> <li>✓ a declaration that the status of the statement of accounts is 'unaudited'; and</li> <li>✓ a statement that sets out details of how public rights can be exercised, as set out in Regulation 15(2)(b), which includes the period of exercise of public rights.</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>• The above were approved by Council 10<sup>th</sup> June 2021 and published 14<sup>th</sup> June 2021 (within four days of the Statement of Accounts being approved by Council). The period lasted 30 working days from 15<sup>th</sup> June 2021 to 26<sup>th</sup> July 2021 and included the first 10 working days of July 2021.</li> <li>• The External Auditor completed the audit on 1<sup>st</sup> September 2021. The RFO received the completed audit via email 1<sup>st</sup> September 2021.</li> <li>• The certified Annual Governance and Accountability Return, together with relevant accompanying information were published a few days late on 5<sup>th</sup> October 2021 due to unavoidable staff absence. To overcome this problem and improve for future, the Clerk to the Council is aware that publication is their responsibility and in addition the RFO is aware of publication requirements.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Council have an approved Risk Management Policy and Strategy.</li> <li>• Council have a Risk Management Committee to oversee the aims and objectives of Council strategic and financial risks. The Terms of Reference of the Risk Management Committee include identify, assess, record and manage risk ratings in further detail and report back its findings and recommendations to full council.</li> <li>• Strategic and Financial Risk Registers and ratings have been assessed and addressed by Council on two separate occasions in 2021/22 (September 2021 and March 2022)</li> <li>• Appropriate Risk Management has been verified by Internal Audit in 2021/22.</li> </ul>
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes	<ul style="list-style-type: none"> <li>• Council entered the first year, of a three-year Service Level Agreement, for the provision of Internal Audit Services from Durham County Council in 2021/22.</li> <li>• Key Financial Systems Internal Audit Terms of Reference evaluated Council risk management, control and governance processes.</li> <li>• The RFO took all necessary steps to facilitate the work of the Internal Auditor, including making available all relevant documents and records and supplying any information or explanations required.</li> </ul>
7	We took appropriate action on all matters raised in reports from the internal and external audit.	Yes	<ul style="list-style-type: none"> <li>• Council received and accepted the External Auditor's Report 25<sup>th</sup> October 2021. There were no recommendations arising from the report (HPC 21/22/080).</li> <li>• Council received and accepted the Internal Auditor's Reports 7<sup>th</sup> April 2022. There were no matters arising or recommendations from both substantial reports (HPC 21/22/124).</li> </ul>



8	We have 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	<ul style="list-style-type: none"> <li>The council committed to a £500,000 PWLB loan in 2017 for the development and extension of their cemetery. The loan is for a period of 28 years, repayments are £26,072 per annum until 2044.</li> </ul>
9	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	<ul style="list-style-type: none"> <li>Horden Recreation Ground Charity and the Council operate different accounting systems, the financial transactions of the Charity do not form part of the Council accounts and do not form part of the Council Accounting Statements in Section 2 of the Annual Governance and Accountability Return.</li> <li>Horden Recreation Ground Charity has a separate bank account to the Council.</li> <li>Meetings of the Trustee take place separately from those of the Council. Separate notices, agendas and minutes are kept.</li> <li>Horden Recreation Ground Charity has an Asset Register.</li> <li>Horden Recreation Ground Key Financial Systems are subject to a separate Internal Audit.</li> <li>Horden Recreation Ground Charity Income and Expenditure is approved by the Trust and reported to the Charity Commission annually.</li> </ul>

**This Annual Governance Statement is approved by Horden Parish Council on;**

Date; 09/06/2022

Minute Reference; HPC22/23/061

Signed by the Chair where approval is given;

Signed by the Clerk where approval is given;





Signed by the Clerk where approval is given;

## Section 2 – Accounting Statements 2021/22 for

### HORDEN PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	301,828	428,549	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	522,843	521,148	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	222,824	256,758	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	347,711	339,522	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	26,072	26,072	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	245,163	297,457	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	428,549	543,404	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	422,123	557,058	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	732,357	743,923	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	450,486	437,203	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.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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

G C Rowe **SIGNATURE REQUIRED**

Date

22/04/22

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

09/06/22

as recorded in minute reference:

HPC 22/23/062

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

**SIGNATURE REQUIRED**

## Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

HORDEN PARISH COUNCIL

### 1 Respective responsibilities of the auditor and the authority

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’s limited assurance opinion 2021/22

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2021/22

We certify/do not 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.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

**mazars**

## Confirmation regarding the exercise of public rights

Parish Council name: HORDEN PARISH COUNCIL

The Parish Council must inform the electorate of an exact 30 working day period during which public rights may be exercised. This is inclusive of the start and finish dates.

The inspection period **must** commence no later than 1 July 2022.

The elector's rights must start **EXACTLY** one day after the annual return has been published on your website (or other free to access website used by the Council) with the statutory notice at Attachment 3.2. Publication of the annual return must be as soon as practical after the unaudited annual return has been approved by the Parish Council.

**Working days are defined as Monday – Friday. They do not include Saturdays, Sundays and Bank Holidays.**

(see calendar guide overleaf)

The inspection period commences on: 13<sup>th</sup> June 2022

And ends on: 22<sup>nd</sup> July 2022

Signed: G Crowe Date: 10th JUNE 2022

Position held: DEPUTY CLERK/RFO

Local council name: HORDEN PARISH COUNCIL

**Notice of appointment of date for the exercise of public rights  
Accounts for the year ended 31<sup>st</sup> March 2022**

The Local Audit and Accountability Act 2014, and  
The Accounts and Audit (England) Regulations 2015 (SI 234)

1. Date of announcement (a) 10<sup>th</sup> June 2022
2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2022 these documents will be available on reasonable notice on application to:  
  
(b) Gemma Rowe, Deputy Clerk/RFO, Horden Social Welfare Centre, Seventh Street, Horden, Co Durham, SR8 4LX. 0191 5180823. [deputy@horden-pc.gov.uk](mailto:deputy@horden-pc.gov.uk)  
  
commencing on (c) 13<sup>th</sup> June 2022  
  
and ending on (d) 22<sup>nd</sup> July 2022
3. Local Government Electors and their representatives also have:
  - the opportunity to question the auditor about the accounts; and
  - the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f).

The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.
4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:  
  
Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF  
Email: [local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)
5. This announcement is made by (e) Gemma Rowe, Deputy Clerk/RFO