

The annual summary of accounts for
Severn Stoke and Croome d’Abitot Parish Council
2023 to 2024

This document summarises the data and tables included in the Annual Governance and Accountability Return 2023/24 for this Parish Council.

The first section, which has no official section number, is the Annual Internal Audit Report for the financial year 2023 to 2024

This section was signed by the internal auditor Mr Philip J. Moore on 28/05/2024 to confirm his agreement that the following internal controls/standards were properly attended to and meet.

- 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.
- 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 and year-end bank account reconciliations were properly carried out.
- 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 the previous year, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its AGAR tick "not covered").
- L. The authority properly published all required documents on a website in an up-to-date fashion and in accordance with the law.
- M. The authority has demonstrated that during 2023/2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.
- N. The authority has complied with the publication requirement for 2022/23 AGAR.

The second section, which is labelled as Section 1, is the Annual Governance Statement 2023/24

This section summarises the parish council's assertion that effective management procedures have been put in place and adhered to. The tables within it read as follows:

We acknowledge as the members of this 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.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters actual or potential for non-compliance with laws and proper practices that could have a significant financial effect on the ability of this authority to conduct business or manage its finances.
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.
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.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

7. We took appropriate action on all matters raised in reports from 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.

This form was signed by the Parish Clerk Mrs Lisa Stevens and the Chair Sue Faulkner to the Council and dated 19th June 2024.

The third section, which is labelled as Section 2, is the Accounting Statements for this Parish Council for the 2023 to 2024 financial year

1. Balances brought forward £19,272.
2. Precept or Rates and Levies £9,870
3. Total other receipts £4,553
4. Staff costs £3,386
5. Loan interest/capital repayments £0 Nil.
6. All other payments £15,440
7. Balances carried forward £14,868
8. Total value of cash and short-term investments £14,868
9. Total fixed assets, long term investments & assets £44,272
10. Total borrowings £0 Nil.

NOTE: This form shows restated figures for the 2022-2023 financial year: 'Staff costs' restated from £3996 to £3420. 'Other payments' restated from £6737 to £7313. This is to correct the position of staff 'working from home' allowance and mileage reimbursements as per the guidelines for

completion of the Annual Return. This does not affect the totals shown in balances carried forward.

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 fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval. Signed L.Stevens parish clerk 18/06/2024.

I confirmed that these Accounting Statements were approved by this authority on this date: 19/06/2024, as recorded in minute reference 19/06/2024_Audit10a step 3.

Signed by Chairman of the Council. S. Faulkner

For additional information or further assistance, please contact the Parish Clerk for Severn Stoke and Croome d'Abitot Parish Council,

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