INDEPENDENT INTERNAL AUDITOR'S REPORT TO THE MEMBERS OF

BUSHLEY PARISH COUNCIL

YEAR ENDED 31ST MARCH 2021

I have examined the Council's records in the areas delineated in the attached schedule and made enquiries as deemed appropriate.

In my opinion the systems of internal controls is adequate for the purpose intended, however there are some matters to be brought to your attention.

We note that the position with the Clerk and PAYE is currently being raised with the Inland Revenue
We suspect that there may be a charge for employers NIC.

Iain Selkirk FCA
Appointed Independent Internal Auditor

13.821

AUDITORS REPORT TO THE MEMBERS OF:-
BUSHLEY PARISH COUNCIL

31/03/2021

	Y/N N/A		COMMENTS
1 a	Y	Is the cashbook maintained and up to date	
b	Y	Is the cashbook arithmetic correct	
c	Y	Is the cashbook regularly balanced and reconciled to the bank	
2 a	Y	Have Standing Orders and Financial Regulations been formally adopted	
b	Y	Are Standing Orders and Financial Regulations regularly reviewed	
c	Y	Has an RFO been appointed with specific duties	
d	Y	Have items or services above a de minimis amount been competitively purchased	
e	N	Has the Clerk authority to spend in emergencies	
		From what level are quotes required	over £4,000
		From what level are tenders required	over £4,000
3 a	Y	Are payments in the cashbook supported by invoices, authorised and minuted	
b	Y	Has VAT on payments been identified, recorded and reclaimed	
c	N/A	Is S137 expenditure separately recorded and within statutory limits	
d	N/A	Is S137 expenditure separately minuted as such	
e	Y	Is the signing authority two or more councillors	
f	N	Is the Clerk a signatory	
g	Y	Are the counterfoils initialled by the signatories	
h	Y	Are invoices vouched to payments	
4 a	Y	Is there a procedure in place for the regular audit of internal controls	
b	Y	Has a member of the Committee been appointed internal internal auditor	
c	Y	Does he have a specific programme and does he report to meetings	Quarterly
5 a	N	Does scanning of the minutes identify any unusual activity	
b	Y	Is the annual risk assessment minuted	
c	Y	Is insurance cover appropriate and adequate	
d	N	Are internal financial controls documented and regularly reviewed.	
6 a	Y	Has the Council prepared an annual budget in support of its precept	
b	Y	Is actual expenditure against budget regularly reported to the Council	
c	N	Are there any significant unexplained variances from budget	

7 a Y Is income properly recorded and banked as promptly as possible
b Y Does the precept recorded in the cash book agree to the District Councils notification
c N/A Where income is raised by rental or lettings has the VAT position been clarified
d N/A Are security controls over cash adequate and effective — No cash income
8 a N/A Is petty cash spent recorded and supported by VAT invoices/receipts
b N/A Is petty cash expenditure reported to each Council meeting
c N/A Is petty cash expenditure reimbursed regularly
d Y Or does the Clerk present petty cash with her expenses supported by VAT invoices/receipts
9 a Y Do salaries paid agree to with those approved by the Council
b N Has PAYE/NIC been properly operated by the Council as employer
c Y Are other payments to the Clerk and staff reasonable and approved by the Council
d Y Where PAYE/NIC is not operated due to the low salary level has HMRC been informed
10 a Y Does the Council maintain an Asset Register of all material assets owned
b Y Is the Register up to date
c Y Do the values agree to insurance valuations
d N/A Are movements in Treasury Deposits accurately recorded
11 a Y Is each bank account reconciled on a regular basis
b N Are there any unexplained balancing entries in any reconciliation
12 a Y Are accounts prepared on the correct accounting basis
b Y Do the accounts reflect the cashbook entries
c Y Is there an audit trail from the underlying financial records to the accounts
d N/A Where appropriate have debtors and creditors been properly recorded
13 a Y Are minutes signed, initialled and pages sequentially numbered
14 a N/A Do Burial receipts agree to the attendant Burial records
b N/A Are rights or permissions properly recorded
15 a N/A Any evidence of fraudulent activity should be brought to the attention of the Chairman

Certificate of Exemption – AGAR 2020/21 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2021, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

BUSHLEY PARISH COUMCIL

certifies that during the financial year 2020/21, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2020/21: £12

Total annual gross expenditure for the authority 2020/21: £15

There are certain circumstances in which an authority will be **unable to certify itself as exempt,** so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2017
- In relation to the preceding financial year (2019/20), the external auditor **has not:**
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2021.
By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	
Vicky Fowkes	24.08.21		24.08.21
Signed by Chairman	Date	as recorded in minute reference:	
NRNicoll	24.08.21	3b.	

Generic email address of Authority: vicky.fowkes@bushleyparishcouncil.org.uk

Telephone number: 07721 726598

*Published web address

https://e-services.worcestershire.gov.uk

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2021. Reminder letters incur a charge of £40 +VAT

ınual Internal Audit Report 2020/21

BUSHLEY PARISH COUNCIL

ɔs://e-services.worcestershire .gov.uk

ing the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the s of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures controls in operation and obtained appropriate evidence from the authority.

internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. :he basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. out below are the objectives of internal control and alongside are the internal audit conclusions on whether, l significant respects, the control objectives were being achieved throughout the financial year to a standard ɿuate to meet the needs of this authority.

ernal control objective	Yes	No*	Not covered**
\ppropriate accounting records have been properly kept throughout the financial year.	✓		
'his authority complied with its financial regulations, payments were supported by invoices, all ıxpenditure was approved and VAT was appropriately accounted for.	✓		
'his authority assessed the significant risks to achieving its objectives and reviewed the adequacy ıf arrangements to manage these.	✓		
'he precept or rates requirement resulted from an adequate budgetary process; progress against ıe budget was regularly monitored; and reserves were appropriate.	✓		
:xpected income was fully received, based on correct prices, properly recorded and promptly anked; and VAT was appropriately accounted for.	✓		
'etty cash payments were properly supported by receipts, all petty cash expenditure was pproved and VAT appropriately accounted for.			✓
;alaries to employees and allowances to members were paid in accordance with this authority's pprovals, and PAYE and NI requirements were properly applied.	✓		
;sset and investments registers were complete and accurate and properly maintained.	✓		
'eriodic bank account reconciliations were properly carried out during the year.	✓		
ccounting statements prepared during the year were prepared on the correct accounting basis eceipts and payments or ~~income and expenditure~~), agreed to the cash book, supported by an dequate audit trail from underlying records and where appropriate debtors and creditors were roperly recorded.	✓		
the authority certified itself as exempt from a limited assurance review in 2019/20, it met the xemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance ɛview of its 2019/20 AGAR tick "not covered")*	✓		
he authority publishes information on a website/webpage, up to date at the time of the internal ɹdit, in accordance with the Transparency code for smaller authorities.	✓		
he authority, during the previous year (2019-20) correctly provided for the period for the ɛercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the ɔtice published on the website and/or authority approved minutes confirming the dates set).*	✓		
ıe authority has complied with the publication requirements for 2019/20 AGAR *ee AGAR Page 1 Guidance Notes).*	✓		

'or local councils only)	Yes	No	Not applicable
ust funds (including charitable) – The council met its responsibilities as a trustee.			✓

ıy other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

s) internal audit undertaken: 13 AUGUST 2021

Name of person who carried out the internal audit: IAIN A. SELKIRK FCA

ture of person who d out the internal audit

Date: 13 AUGUST 2021

ɘ response is 'no' please state the implications and action being taken to address any weakness in control identified separate sheets if needed).

ɛ: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is ɔlanned; 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 2020/21

We acknowledge as the members of:

BUSHLEY 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	Agreed No	N/A	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔			*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.	✔			*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.	✔			*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.	✔			*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.	✔			*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.	✔			*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.	✔			*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.	✔			*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.			✔	*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:

24.08.21

and recorded as minute reference:

MIN 39 REFERENCE

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

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

	Yes	No
The authority website/webpage is up to date and the information required by the Transparency Code has been published.		

https://e-services.worcestershire .gov.uk

Section 2 – Accounting Statements 2020/21 for

BUSHLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	*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.*
1. Balances brought forward	850	2,693	*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	10,000	10,000	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	1,136	2,564	*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	3,024	7,652	*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	6,469	7,495	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	2,693	110	*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	2,693	110	*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	4,617	4,617	*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).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			*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

U. U[illegible]

Date 24. 08. 21

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

24. 08. 21

as recorded in minute reference:

3 c.

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

K Nicoll

Bushley Parish Council: Accounting year April 2020 – 2021

To meet Transparency Code: Part 2.1. 13-15: All items of expenditure above £100

a) Items funded through WCC
b) Items funded through Precept

Date	Purpose	£	VAT
01.05.20	CALC Affiliation Fee	168.21	30.16
07.05.20	b)Central Grounds Maintenance (March)	216.66	43.33
08.06.20	a)Lengthsman (3 months)	567	
07.05.20	b)Clerk (April, May 2020) Expenses VAT	940 101.80	 5.20
08.06.20	BHIB Annual Insurance	199.48	
31.07.20	b)Central Grounds Maintenance (July)	216.66	43.33
20.07.20	b)Clerk (June, July, August: 3 months) Expenses VAT	1420 158.98	 8
27.07.20	Internal Audit	100	
25.11.20	b)Central Grounds Maintenance (Mowing Contract)	216.66	43.33
10.09.20	a)Lengthsman (2 months)	404	
15.09.20	Village White Gates (West Mercia PNN)	800	160
21.09.20	Clerk 2months	840	
16.03.21	a) Lengthsman (1 month)	130	
12.11.20	b)Central (Ground Maintenance (2 months) b)	433.32	86.66
19.02.21	b)Clerk (September/October)	840	
29.10.20	b)Central Ground Maintenance (2 months) b)	433.32	86.66
10.12.20	b)Central Grounds Maintenance b)	216.66	43.33
10.12.20	b)Clerk (2 months) (November/December)	880	
01.03.21	b) Clerk (3 months)	742	
01.03.21	Central Grounds Maintenance (April/May/June 20)	649.98	129.99
01.03.21	WCC Highways (Rock Salt)	124.72	
01.03.21	a) Lengthsman	264	

BUSHLEY PARISH COUNCIL (BPC)

Clerk and RFO to the Council – Vicky Fowkes
The Dairy, Double Gates, Bushley, Tewkesbury Glos. GL20 6HR
M: 07721 726598 E: vicky.fowkes@live.co.uk

Asset Register 2020-2021

Item and date of acquisition; present use	Owned by:	Cost insured for replacement	Location
Bus shelter 1957	Bushley PC	£550	On west side of C2217 on Bushley Green
Noticeboard 2015	Bushley PC and Bushley PCC	£1287	On west side of C2217 outside St Peter's Church
Wooden Seat (1) 1966	Bushley PC	£300	On east side of C2217 Half way up Bushley Bank
Wooden Seat (2) 2009	Bushley PC	£555	On west side of C2217 outside St Peter's Church
Wooden Seat (3) 2014	Bushley PC	£555	On east side of C2217 at the top of Buhshley Bank at the top of Green Farm Drive
BT Kiosk 2011	Bushley PC	£10	Next to the bus shelter
Lockable Filing Cabinet 2003	Bushley PC	£100	In a locked room by the Stage in Bushley Village Hall
Chairman Badge of Office 2002	Bushley PC	£300	In locked filing cabinet in Bushley Village Hall
Village White Gates 2021	Bushley PC	£960	4 identified sites on C2217 between Green Street and Lower Bushley
			05.05.2021

RISK ASSESSMENT CHECKLIST - BUSHLEY PARISH COUNCIL Dated: February 2021 and ongoing

ITEM	FREQUENCY REVIEWED	WHO	DATES	COMMENTS/ACTIONS	
Insurance	Annual	V. Latter	Feb-21	Maintain and update COVID requiremnets as necessary	
Public Liability	Annual	All Councillos			
Assets	3 monthly	Area Councillors (see attached)		Review when passing	ongoing and discussion March 21
Flag pole	when passing	Nigel Nicoll			no action needed
Notice Boards	Monthly	Clerk			
Equipment below (owned by Clerk)		Clerk		Regularly	
Computer					
Printer					
Laminator					
Inspection and Maintenance					
Footpaths	ongoing	WCC Parish Paths Warden			
Lengthsman work	ongoing	Lenghtsman using WCC job desription and liaison with Clerk			Clerk to monitor salary - transfer to BACS asap to stop cheues being lost
Financial matters					
Banking arrangemnets	annual	All members of Council			General update/discussion at March 2021 meeting
Asset register	annual	Clerk			
VAT return	annual	Clerk			
Precept Request	annual	Clerk		Following discussion with Councillors	
Accounting spreadsheet	BI montgly meetings	All members of Council		Councillor Ceres	
Review budget	Quarterly meetings	All members of Council			
Clerk's Salary Review	Annually	All members of Council			
Bank Reconciliation	Monthly	Clerk/Councillor check			
Independent Internal Audit	Annually	Clerk/Councillor check			
External Audit	Annually	PKF Littlejohn (Exemption)			
Core policies/processes and Record Keeping					
Annual Governance Accountability Return (AGAR)		Clerk and Councilors			
Annual Risk Asessment		Clerk and Councilors			
Minutes	Monthly	Clerk			
Financial regulations	Annual	Clerk/Councillors		To be reviewed September 2021	
Standing orders	Annual	Clerk/Councilllors			
Code of Conduct	Ongoing	Clerk/Councillors			
Register of Interests	Ongoing	Clerk/Councillors			
Data Protection	Ongoing	Clerk			
Freedom of Information		Clerk			