

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

HEMBLINGTON 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 2023, 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.	✓		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.	Yes	No	N/A
			✓

*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:

26/06/2023

and recorded as minute reference:

5C(ii) REFERENCE

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

Chairman

A. C. Howe

Clerk

S. Ford

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

ENTER HEMBLINGTON PARISH COUNCIL WEBSITE ADDRESS
hemblingtonparish.org.uk

J.W.GALLOP FCCA

Chartered Certified Accountant

41 St Edmunds Road,
ACLE, Norwich,
Norfolk, NR13 3BP
Tel. 01493 751182

15th June 2023

Hemblington Parish Council,
C/o Parish Clerk,
101 Thunder Lane,
Norwich,
NR7 0JG

Dear Sirs / Madams

RE INTERNAL AUDIT - ACCOUNTS YEAR ENDED 31st MARCH 2023

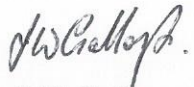
I am pleased to report that I have now completed the Internal Audit of the Hemblington Parish Council's accounts for the year ended 31st March 2023.

I carried out my duties and restricted my checking in accordance with the Local Councils' Governance Guidelines. As Internal Auditor I am not required to express an opinion on the Council's accounts. Whilst I operate independently, I am still under the Council's instructions.

I have completed the Internal Auditor's Report, which accompanies your accounts and annual return. I can confirm that my report did not contain any adverse comments regarding those accounts.

I shall be pleased to hear from you should you have any questions on the Accounts or Return and my work thereon. I take the opportunity of submitting my fee account which I trust you find in order.

Yours faithfully


J.W.Gallop FCCA

Hemblington Parish Council

Prepared by: STEVEN FORD
Name and Role (Clerk/RFO etc)

Date: 28/06/2023

Approved by: STEVEN FORD, CLERK and RFO
Name and Role (RFO/Chair of Finance etc)

Date: 28/06/2023

A	Bank Reconciliation at 31/03/2023		
	Cash in Hand 01/04/2022		11,072.13
	ADD Receipts 01/04/2022 - 31/03/2023		4,942.56
			16,014.69
	SUBTRACT Payments 01/04/2022 - 31/03/2023		4,923.08
	Cash in Hand 31/03/2023 (per Cash Book)		11,091.61
B	Cash in hand per Bank Statements		
	Petty Cash 01/04/2022	0.00	
	Business Premium Account 31/03/2023	177.96	
	Business Community Account 31/03/2023	12,374.33	
			12,552.29
	Less unrepresented payments		1,460.68
			11,091.61
	Plus unrepresented receipts		
	Adjusted Bank Balance		11,091.61
	A = B Checks out OK		

Hemblington Parish Council

Annual Return

Accounts for Year from 01/04/2022 to 31/03/2023

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

		Year ending	
Box No.	Description	31/03/2022 £	31/03/2023 £
1	Balances brought fwd	18866.63	11072.13
2	Annual precept	3300.00	3500.00
3	Total other receipts	1714.00	1442.56
4	Staff Costs	1641.37	1827.04
5	Loan interest/capital repayment	0.00	0.00
6	Total other payments	11167.13	3096.04
7	Balances carried forward	11072.13	11091.61
8	Total Cash and Short Term Inve	11072.13	11091.61
9	Total Fixed Assets and Long Ter	11897.48	11897.48
10	Total Borrowings	0.00	0.00

Explanation of Variances (Receipts and Payments)

v annual return variances and add explanations to them

Description	31/03/2022	31/03/2023	Variance	Explanation
Balances brought fwd	18866.63	11072.13		BALANCE B/F AGREES
Annual precept	3300.00	3500.00	200.00 (6%)	Precept increased to match predicted expenditure.
Total other receipts	1714.00	1442.56	-271.44 (16%)	Reduction in CIL income during 2022/23.
Staff Costs	1641.37	1827.04	185.67 (11%)	Overtime that arose from transfer of web site.
Loan interest/capital repayments	0.00	0.00	N/A	
Total other payments	11167.13	3096.04	-8071.09 (72%)	Expenditure of CIL income to pay for community
Balances carried forward	11072.13	11091.61	19.48 (0%)	
Total Cash and Short Term Investments	11072.13	11091.61	19.48 (0%)	
Total Fixed Assets and Long Term Investments	11897.48	11897.48	0.00 (0%)	
Total Borrowings	0.00	0.00	N/A	

Asset Register

The purpose of the register is to record your fixed assets and long term investments. This can be used regardless of whether you prepare your accounts on a Receipts and Payments basis or an Income expenditure basis

Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life	Usage/Capacity	Charges
Laptop computer	ACTIVE	Council Costs	07/02/2018	£0.00	£0.00	Parish clerk's office	Under 12 months		
	ACTIVE	Council Costs		£650.00	£650.00	Cuttons Corner	9 years		
Printer	ACTIVE	Council Costs	June 2017			Pedham Green former BT kiosk	9 years		
Former BT Telephone	ACTIVE	Council Costs		£1.00	£1.00	Pedham Green former BT kiosk	10 years		
Desktop computer	ACTIVE	Council Costs	24/01/2018	£332.50	£332.50	Parish Clerk's office.	6 years		
Printer	ACTIVE	Council Costs	2017	£69.95	£69.95	Parish Clerk's office.	2 years		
Pedham Green sign	ACTIVE	Council Costs		£2,500.00	£2,500.00	Pedham Green	10 years		
Red plastic notice board	ACTIVE	Council Costs	03/11/2020	£1,466.03	£1,466.03	Junction Mill Road/Pedham Road	19 years		
Speed sign	ACTIVE	Council Costs	26/07/2021	£3,428.00	£3,428.00	Pedham Road	15 years		
Speed sign	ACTIVE	Council Costs	26/07/2021	£3,450.00	£3,450.00	Cuttons Corner	20 years		