

Annual Governance and Accountability Return 2020/21 Part 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2021**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Part 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
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 2021**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2020/21**, page 4
- **Section 1 – Annual Governance Statement 2020/21**, page 5
- **Section 2 – Accounting Statements 2020/21**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Part 3 of the AGAR 2020/21 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£200 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

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 Part 2 of the Annual Governance and Accountability Return (AGAR) 2020/21, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2021. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2021**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- 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.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **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.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- 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 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
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', is an explanation available for publication?	N/A	N/A
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 from last year to this year been published?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)	N/A	N/A

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

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.

MIDDLE RASEN PARISH COUNCIL

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:

£20,211 INT £00,000

Total annual gross expenditure for the authority 2020/21:

£19,845 INT £00,000

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

JO Trotter

18/05/2021

I confirm that this Certificate of Exemption was approved by this authority on this date:

18/05/2021

Signed by Chairman

Date

M STAMP

18/05/2021

as recorded in minute reference:

30d

Generic email address of Authority

MIDDLE RASEN PARISH COUNCIL@GMAIL.COM

Telephone number

07960 41602

*Published web address

[HTTPS://MIDDLE-RASEN-PARISH.LINCOUNSHIRE.GOV.UK](https://middle-rasen-parish.lincolnshire.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

Annual Internal Audit Report 2020/21

MIDDLE RAGEN PARISH COUNCIL

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During the financial year ended 31 March 2021, 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 2020/21 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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) 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 2019/20 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

Name of person who carried out the internal audit

DDMMYY 4/5/21

P.A. Yameu AUDITOR

Signature of person who carried out the internal audit

P.A. Yameu

Date

4/5/21

*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).

Middle Rasen PC
Internal Audit report 2021

Cassells Limited
28 Queen Street
Market Rasen
Lincs
01673849395

Middle Rasen Parish Council
Statement of Accounts for 2020/21

Internal Audit Report
4/5/21

This report is a result of a full substantive internal audit into the accounts and financial controls undertaken by Middle Rasen Parish Council. The audit took place on the 4/5/21 at 28 Queen Street, Market Rasen.

As in previous years the affairs of the authority were reviewed and the accounts of the authority assessed using standard accounting procedures. The procedures found no areas of concern and report that the authority is run in a competent and efficient manner.

The auditor would like to thank the clerk for her assistance during this audit

Cassells Limited
28 Queen Street
Market Rasen
Lincs
LN8 3EH

4/5/21

Internal Audit Report
 Middle Rasen Parish Council
 Receipts & Payments Account
 For the year ended 31 March 2021

31/03/2020		31/03/2021
£	Receipts	£
	17900.00 Precept	17900.00
	100.00 Council tax support grant	100.00
	35.44 Interest / Dividends on investments	9.42
	475.00 Burial ground fees	1850.00
	285.40 VAT	291.28
	246.22 Miscellaneous	60.00
	<u>19042.06</u> Total income	<u>20210.70</u>
	Payments	
	2217.54 General Administration	2484.50
	6455.77 Wages	6535.64
	350.00 Grants /S1327 payments	1310.00
	0.00 Capital spending	0.00
	1381.30 Loan payments	1381.14
	2357.50 Running costs - community	3350.00
	3972.90 Running costs - burial ground	4295.56
	291.28 VAT	488.10
	0.00 Miscellaneous	0.00
	<u>17026.29</u> Total expenditure	<u>19844.94</u>
	General Fund	
	32463.41 Balance at 1/4	34479.18
19042.06	Total income	20210.70
-17026.29	Total expenditure	-19844.94
	2015.77 Surplus for the year	365.76
	0.00 Transfers to reserves	0.00
	<u>34479.18</u> Balance at 31/3	<u>34844.94</u>
	Funded By	
	16787.57 Current Account	17143.91
	17691.61 BMM Account	17701.03
	0.00 Cash	0.00
	<u>34479.18</u>	<u>34844.94</u>
		0.00

Internal Audit Report

Middle Rasen Parish Council

Receipts & Payments Account
For the year ended 31 March 2021

2020		2021
32463	b/fwd	34479
17900	precept	17900
1142	other receipts	2311
6456	staff	6536
1381	loan	1381
9189	other pmt	11928
34479	c/fwd	34845
34479	cash	34845
41258	fa	41258
1336	loan	0

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

MIDDLE RAGEN 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	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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>
	<input type="checkbox"/>	<input type="checkbox"/>	

*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:

18/05/2021

and recorded as minute reference:

30th REFERENCE

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

Chairman

M. Stamp

Clerk

JO Trotter

Other 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

HTTPS://MIDDLE-RAGEN-PARISH.LINCOLNSHIRE.GOV.UK

Section 2 – Accounting Statements 2020/21 for

MIDDLE RIVEN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	£34,463	34,479	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	17,900	17,900	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,142	2,311	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	6,456	6,536	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	1,381	1,381	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	9,189	11,928	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	34,479	34,845	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	34,479	34,845	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	41,258	41,258	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	1,336	0	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	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

Jo Trotter **SIGNATURE REQUIRED**

Date

15/05/2021

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

15/05/2021

as recorded in minute reference:

30 REFERENCE

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

M. Stannard

Smaller authority name:

MIDDIE RAJEN PARISH COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE

NOTES

1. Date of announcement FRIDAY 11th JUNE 2021 (a)

(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below

2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents will be available on reasonable notice by application to:

(b) MRS J TROTTER - CLERK & RFO
67960 411602
MIDDIERAJENPARISHCOUNCIL@OUTLOOK.COM

(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts

commencing on (c) Monday 14 June 2021

(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below

and ending on (d) Friday 23 July 2021

(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
15 Westferry Circus
Canary Wharf
London E14 4HD
(sba@pkf-l.com)

5. This announcement is made by (e) J TROTTER - CLERK & RFO

(e) Insert name and position of person placing the notice - this person must be the responsible financial officer for the smaller authority

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2021 for 2020/21 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

Explanation of variances – pro forma

Name of smaller authority: **Middle Rasen Parish Council**
County area, local councils and Lincolnshire

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21: variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019-20 £	2020-21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	32,463	34,479					
2 Precept or Rates and Levies	17,900	17,900	0	0.00%	NO		
3 Total Other Receipts	1,142	2,311	1,169	102.36%	YES		Interest reduced by £26,000. Misc income reduced by £100,000. Burial fees increased by £137,500. Grants - decrease to £0 from £86. VAT increase of £6.
4 Staff Costs	6,456	6,536	80	1.24%	NO		
5 Loan Interest/Capital Repayment	1,381	1,381	0	0.00%	NO		
6 All Other Payments	9,189	11,928	2,739	29.81%	YES		Increase in Admin Costs - £688.00. Payment of Chairs Expenses - £325.00. Decrease in Subs - £425.00. Decrease in Hall Hire - £140.00. Increase in Insurance - £6.00. Increase in Grants - £960.00. No election costs. Increase in burial ground costs - £323.00. Increase in Parish
7 Balances Carried Forward	34,479	34,945			NO		
8 Total Cash and Short Term Investments	34,479	34,845					
9 Total Fixed Assets plus Other Long Term Investments and	41,258	41,258	0	0.00%	NO		
10 Total Borrowings	1,336	0	-1,336	100.00%	YES		Loan has been repaid in full with final payment of £1381 taken 1st March 2021.

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Middle Rasen Parish Council

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR APRIL 20-21

RECEIPTS IN	£	PAYMENTS OUT	£
Precept	18,000.00	Admin	1,219.56
Council Tax Support Grant	0.00	Chairman's Expenses	325.00
Interest	9.42	Training & Subs	439.52
Grants	0.00	Hall Hire	46.50
Burial Fees	1,850.00	Insurance	373.92
Misc	60.00	Internal Audit	80.00
VAT	291.28	External Audit	0.00
		Grants & S137	1,310.00
		Loan	1,336.38
		Loan Interest	44.76
		Wages	5,652.19
		HMRC	883.45
		Election Costs	0.00
		Burial Ground	4,295.56
		Village Maintenance	3,350.00
		Misc	0.00
		VAT	488.10
Total	20,210.70	Total	19,844.94

Balance at HSBC@ 31.03.20 £ 16,787.57

HSBC current account

Brought Forward	£	34,479.18
Income	£	20,210.70
Total		54,689.88
Expenditure	£	19,844.94
Balance		34,844.94

BMM	£	17,701.03	U/P Chq	None
Current Account	£	17,143.91	U/P Chq	None
Total	£	34,844.94		

Account Balance as at 31/3/21

I hereby certify that this is a true record of the Middle Rasen Parish Council Accounts for the year ended 31.03.21

Signed *S Trothel*

Dated *13/4/21*

Middle Rasen Parish Council

PAYMENTS OUT FOR THS YEAR APRIL 20 - MARCH 21

DATE	CHQ	PAYEE	TOTAL
April			
21/04/20	101461	S R Thompson	Pest Control 250.00
21/04/20	101462	Lincolnshire Landscapes	Grass Cutting 520.00
21/4/20	101463	Mrs J Trotter (Viking Rebate)	Stationery 383.50
21/04/20	101464	Salarais	423.27
21/04/20	101465	LIVES	Grant 250.00
21/4/20	101466	Zurich Municipal	Insurance 373.92
May			
19/05/220	101467	Lincolnshire Landscapes	Grass Cutting 570.00
19/05/20	101468	Green Grass Contracting	Grass Cutting 120.00
19/05/20	101469	Cassells	Audit 96.00
19/05/20	101470	Salaries	423.07
June			
16/06/20	101471	Lincolnshire Landscapes	Grass Cutting 570.00
16/06/20	101472	Green Grass Contracting	Grass Cutting 60.00
16/06/20	101473	LALC	IT Costs 78.40
16/06/20	101474	Salaries	219.80
16/06/20	101475	Salaries	IT Costs 515.67
16/6/20	101476	The British Red Cross	Grant 500.00
16/6/2020	101477	Marie Curie	Grant 500.00
July			
21/7/20	101478	Lincolnshire Landscapes	Grass Cutting 570.00
21/7/20	101479	Green Grass Contracting	Grass Cutting 60.00
21/7/20	101482	Time Assured Limited	Clock Maintenance 144.00
21/7/20	101480	Salaries	460.82
27/7/20	101481	CANCELLED	0.00
August			
21/08/20	101483	Lincolnshire Landscapes	Grass Cutting 570.00
21/8/20	101484	Green Grass Contracting	Grass Cutting 120.00
21/8/20	101485	Information Commissioner	Data Protection Payment 40.00
21/8/20	101486	Mr M Stamp	Chair's Expenses 325.00
21/8/20	101487	Salaries	679.54
1/9/20	DD	PWLB	Loan Repayment 690.65
Sept			
15/9/20	101488	Lincolnshire Landscapes	Grass Cutting 570.00
15/9/20	101489	Green Grass Contracting	Grass Cutting 60.00
15/9/20	101490	Salaries	219.80
15/9/20	101491	Salaries	454.07
Oct			
20/10/20	101493	Lincolnshire Landscapes	Grass Cutting 570.00
0/10/20	101494	Green Grass Contracting	Grass Cutting 60.00
20/10/20	101495	Middle Rasen PCC	Hall Hire 46.50
20/10/20	101496	Tree Generation	Tree Survey 400.00
20/10/20	101497	Salaries	460.62
20/10/20	101498	Royal British Legion Poppy Appeal	Grant 60.00
Nov			
17/11/2020	101499	Intellitech Services Ltd	IT Costs 300.00
17/11/2020	101500	Green Grass Contracting	Grass Cutting 60.00
17/11/2020	101501	Lincolnshire Landscapes	Grass Cutting 570.00
17/11/2020	101502	Salaries	639.78
Dec			
15/12/20	101503	Lincolnshire Landscapes	Grass Cutting 595.00
15/12/20	101504	Green Grass Contracting	Grass Cutting 60.00
15/12/20	101505	R D Mackinder (Hill Top Tree Services	Tree Maintenance 780.00
15/12/20	101506	Salaries	485.53
15/12.20	101507	AG and AC Gibson	Iron Works 744.67
Jan			
19/1/2021	101508	AMS No-Dig Ltd	IT Costs 102.00
19/1/2021	101509	Salaries	488.01
19/01/2021	101510	Salaries	275.45
Feb			
16/2/21	101511	David D Beer	IT Costs 50.00
16/2/21	101512	Salaries	495.73
1/3/21	D/D	PWLB	Loan Repayment 690.49
March			
16/3/2021	101513	LALC	Subscriptions 439.52
16/3/2021	101514	Salaries	485.73
16/3/21	101515	Salaries	168.40
TOTALS			IT osts 19,844.94