

**TOLLESHUNT MAJOR PARISH COUNCIL****Statement of income and expenditure for the year ended 31.3.2024**

Prepared by V Banyard - clerk and RFO


	£	£
	2022-2023	2023-2024
<b>INCOME</b>		
Precept	8900	8900
Sponsored trees	2200	0
T Major Gardening Club	0	209.2
<b>Total income</b>	11100	9109.2
VAT reclaimed	608.31	1471.72
<b>Total income and VAT</b>	<u>11708.31</u>	<u>10580.92</u>
<b>EXPENDITURE</b>		
Clerk's salary and office allowance	3745.5	4675.36
Clerk's expenses	25.92	51.84
Postage, stationery etc	78.39	50.79
Hire of St Nicholas Hall	150	150
Subscriptions	220.35	228.94
Internet, telephone, website	130.71	131.71
Insurance	727.55	731.15
Audit fees	310	110
Training	22.5	0
Poppy stakes for Silent Soldier	0	35
Election costs	0	124.95
Grounds maintenance	1535.32	1868.26
Play area inspection, repairs, renewals, maintenance	164.5	127.5
Playing field improvements	64.49	633.49
Sponsored trees expenditure	1798.82	345
Trucam patrols	321.26	371.27
ICO	0	40
Defibrillator	0	405
Silent Soldier maintenance	0	0
Tree works	490	0
Village Christmas tree	200	0
Village celebrations	233	163.31
New notice board	1967.67	7.54
RCCE Housing Survey	0	268
<b>Total expenditure</b>	12185.98	10519.11
VAT paid	1317.39	762.64
<b>Total expenditure plus VAT</b>	<u>13503.37</u>	<u>11281.75</u>

Approved by the Council at its meeting dated:

11/6/2024

Min Ref: 4793.24 A

Chair:


  
11/6/24

RFO:

VMBanyard

**TOLLESHIUNT MAJOR PARISH COUNCIL**

**Bank reconciliation summary for the year ended 31.3.2024**

Prepared by V Banyard (Parish clerk and RFO)

Balance per bank statement:		
Barclays Community Account dated 28.3.2024	£	3,754.60
Less unpresented cheques as at 28.3.2024	£	124.95
101501		124.95
Add any unbanked cash/cheques as at 28.3.2024	£	-
<b>Net balance as at 28.3.2024</b>	<b>£</b>	<b><u>3,629.65</u></b>

The net balance reconciles to the Cash Book (receipts and payments accounts) as follows:

**CASH BOOK:**

	<b>Actual</b>
Opening balance	£ 4,330.48
Add receipts in the year	£ 10,580.92
Less payments in the year	£ 11,281.75
Closing balance as per cash book (receipts and payments book) as at 28.3.2024	<u>£ 3,629.65</u>
<b>Final closing balance as at 28.3.2024</b>	<u>£ 3,629.65</u>

Chair:

Date:

  
11/6/24

RFO:

Date:

VMBanyard

11/6/24

## Certificate of Exemption – AGAR 2023/24 Form 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 2024, 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 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

### TOLLESHUNT MAJOR PARISH COUNCIL

certifies that during the financial year 2023/24, 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 2023/24: **£ 10,580-92**

Total annual gross expenditure for the authority 2023/24: **£ 11,281-75**

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 Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

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

- The authority was in existence on 1st April 2020
- In relation to the preceding financial year (2022/23), 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.

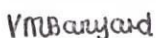
If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

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 2024.

**Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer

Date

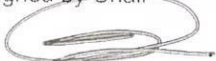


11/06/2024

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

11/06/2024

Signed by Chair



Date

11 06 2024

as recorded in minute reference:

4793.24b

Generic email address of Authority

**empcclerk@gmail.com**

Telephone number

**07936611660**

\*Published web address

**empc.org.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 2024. Reminder letters for late submission will incur a charge of £40 + VAT.**



## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

### TOLLESHUNT MAJOR 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:

	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>	
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>
			✓	

\*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:

11/06/2024

and recorded as minute reference:

4798.24c  
3 vb

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

Chair



11/6/2024

Clerk

VMBanyard

### 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
✓	

empc.org.uk



## Section 2 – Accounting Statements 2023/24 for

### TOLLESHUNT MAJOR PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	6,126	4,330	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	8,900	8,900	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,808	1,681	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	3,530	4,459	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	N/A	N/A	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	9,974	6,822	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	4,330	3,630	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	4,330	3,630	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	80,307	80,307	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	N/A	N/A	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
1a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

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

*VM Banyard*

Date

06/06/2024

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

11/06/2024

as recorded in minute reference:

4793.24 d

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

