



# Horningsham Parish Council

## Reconciliation of Balances 2020 - 2021

Year Ended			31st March 2021
31st March 2020			
44,240.55	Balance brought forward 1st April	£	18,815.84
27,733.40	Add Total Receipts	£	17,142.27
71,973.95	Sub-Total	£	35,958.11
53,158.11	Less Payments	£	13,651.05
18,815.84	Balance carried forward	£	22,307.06
	Excess of receipts over payments		
	These accumulated funds are held in the following accounts at Unity Trust Bank		
18,775.06	Account Number 20387554		
	Bank Statement		
40.78	Outstanding Credit due		
	Total	£	22,307.06
18,815.84		£	0.00

Signed.....  
 Responsible Financial Officer  
 Date

Signed.....  
 Chairman  
 Date

Total

£ -

Horringsham Parish Council  
Income 2020-2021

Date	Minute No	Receipt	Precept	Grant	Interest	Bursery	Grants	Prize	Youth Club	Donation	Solo Play Ara Donation	Insurance Repayment	Reimbursement	Contributions	VAT Claim	Total	Running total	sheet number	
22.04.20	19/289	Wiltshire Council Parish Precept	£7,838.50													£7,838.50	£7,838.50	1	
25.09.10	20/072	Wiltshire Council Parish Precept	£7,838.50													£7,838.50	£15,677.00	2	
20.10.20	20/113	HMRC VAT Reclaim													£798.50	£798.50	£16,475.50	3	
24.02.21	20/225	HMRC VAT Reclaim													£650.55	£650.55	£17,126.05	4	
16.03.21	20/225	Maiden Bradley Refund Double invoice actioned by mistake															£16.22	£17,142.27	5
			£15,677.00													£1,449.05	£17,142.27		



# Statement of your account



BANK WITH US. BANK ON US.

04095221 | 05913  
 Mrs Sarah Jeffries  
 Horningsham Parish Council  
 9 Beech Grove  
 Warminster Wiltshire  
 United Kingdom  
 BA120AB

PO Box 7193, Planetary Road, Willenhall WV1 9DG

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

If your name and address are incorrect or have changed, please visit [www.unity.co.uk/update-your-details/](http://www.unity.co.uk/update-your-details/)

For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Your deposits with Unity Trust Bank are eligible for protection up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about compensation provided by the FSCS, please visit [www.FSCS.org.uk](http://www.FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [www.unity.co.uk/fscs](http://www.unity.co.uk/fscs)

### Contact us

Tel: 0345 140 1000  
 Email: [us@unity.co.uk](mailto:us@unity.co.uk)  
 Web: [www.unity.co.uk](http://www.unity.co.uk)

Name of account: Horningsham Parish Council

Date: 31 March 2021

Statement 055 (page 1 of 1)

Account number: 20387554

Bank sort code: 608301

Type of account: Current T1

Date	Details	Payments	Receipts	Balance
4 MAR 21	Balance brought forward			23,116.46 *
12 MAR 21	S/O to: JEFFRIES	20.39		
12 MAR 21	B/P to: Sarah J Jeffries	223.48		
12 MAR 21	B/P to: Maiden Bradley PC	8.00		
12 MAR 21	B/P to: Maiden Bradley PC	16.22		
12 MAR 21	B/P to: K M Dike Nurseries	489.03		
12 MAR 21	B/P to: Maiden Bradley PC	18.00		
12 MAR 21	B/P to: Sarah J Jeffries	10.00		22,331.34 *
16 MAR 21	B/P to: Maiden Bradley PC	22.50		
16 MAR 21	MAIDEN BRADLEY WIT		16.22	22,325.06 *
31 MAR 21	Service Charge	18.00		22,307.06 *
	Balance carried forward			22,307.06 *

You can ask us to send you details of our rates and how we work them out.

Abbreviations: \* credit balance DR overdrawn S sub total (intermediate balance)

04095221 | 05913 | 00001 | 00001 |

## Horningsham Parish Council

### Corporate Governance Questionnaire 2020-21

*We remind clerks and members that this document serves to not only assist our assessment of the effectiveness of a Council's governance controls so that we may assign positive assurances in the AGAR IA Report, but to also act as an "aide memoire" to members when considering their responses to each item in the Governance Statement in the AGAR and help ensure compliance with best practice.*

**We also remind you that the document is for completion by the Council Chairman, not the Clerk / RFO**

Area	Response (please provide detail below or on supplementary pages)
<p>1. Please confirm whether or not Standing Orders; Financial Regulations and a Member's Code of Conduct are in place. If so, when were they last updated and formally adopted by the Council? <b>(If not on website, please provide an electronic copy of each).</b></p>	<p>Standing Orders and Financial Regulations were reviewed minute 20/012 the Code of conduct is in place and was reviewed at the same time</p>
<p>2. Where original minutes are not provided for our examination, please confirm that each page of the master copy is signed or initialed by the Chairman at the subsequent meeting or, in the current Covid situation, when next able to.</p>	<p>Each page is initialed, and the last page signed in full and dated. <a href="https://www.horningsham.org/minutes/">https://www.horningsham.org/minutes/</a>  Minutes have been posted to me and I have initialed each page and signed the last page in full</p>
<p>3. Does the Council meet the criteria for adoption of the General Power of Competence and, if so, has it been adopted? Please confirm minute reference. If reliance is still placed on S.137, etc, when considering the approval of grants and donations to local (and other) bodies, are the relevant powers considered and formally minuted? Where detail is only set out on an agenda paper, please provide an example.</p>	<p>Yes, it does and was adopted on the 3<sup>rd</sup> of September 2020 meeting minute number 20/014 All relevant powers are taken into consideration on all spend and the financial spreadsheets show the power at the top of each sheet noting the spend. All are also noted in the minutes alongside each entry of payment along with the cheque payment number</p>
<p>4. Does the Council comply with the requirements of the Transparency Code and Accounts and Audit Regulations 2015 (see AGAR front page), reporting all required documentation on its website? <b>Please advise the www.// address of the website, if not the straightforward Council's name.</b></p>	<p>Yes, it does. See below link  <a href="https://www.horningsham.org.uk">Horningsham Parish Council - Annual Reports and Accounts</a>  <a href="http://www.horningsham.org.uk">www.horningsham.org.uk</a></p>

<p>5. We are now required to check and certify on the AGAR IA Report that the Council has complied with legislative requirements posting a Notice of Public Rights to examine the financial records of the Council within the statutory time limits: please confirm compliance and provide a copy of the published notice. (Regulation 12 (3) of the Accounts and Audit Regs 2015 refers).</p>	<p>See below link to copy <a href="#">Horningsham Parish Council - Annual Reports and Accounts</a></p>
<p>6. Please confirm that all internal and external audit reports are presented to and agreed by members, also with agreement on the actions to be taken to address any issues identified. Again, please provide detail of the relevant meeting and minute reference.</p>	<p>All reports were presented to Council Internal Report see minute number 19/281 External report 20/111</p>
<p>7. Where neither annual income or expenditure exceed £25,000, does, or is the Council opting to exempt itself from the "Limited Assurance review" process? If so, the Council must comply with the requirements of the Transparency Code publishing all required information on the website.</p>	<p>The Council does not exempt itself as its expenditure was over £25,000  Click on below link to access all the published Audit documentation.  <a href="#">Horningsham Parish Council - Annual Reports and Accounts</a></p>
<p>8. Has the Council updated / reviewed its financial risk assessment and formally approved its re-adoption within the financial year (Governance and Accountability Manual refers)? <b>Please provide an electronic copy.</b></p>	<p>Minute number 19/278 Council reviewed its General and Financial Risk Assessment</p>
<p>9. Please provide a brief description of the approach taken to the preparation and approval of the Annual Budget and Precept.</p>	<p>A excel spread sheet was prepared by the Clerk and this year showed two possible budgets. This is brought to the Full Council's attention. It is discussed by full council and a formal budget agreed from this meeting. Along with the final precept figure required. The paperwork is then signed by the Chairman agreeing the precept figure</p>
<p>10. Please provide detail of the approved precept for 2021-22, indicating whether any Support Grant is receivable in either year or the amount, including reference to the relevant approving minutes. <b>If still received, the Support Grant should not be regarded as part of the precept in the AGAR Section 2.</b></p>	<p>20/416 Budget Precept request  No support grant is received</p>
<p>11. Does the Council formally consider and approve the level of reserves (General and Earmarked Funds) to be carried forward to the next</p>	<p>The level of reserves is considered on the budget sheet and approved within the budget meeting. All general and earmarked funds are carried over. A</p>

<p>financial year? (Such consideration should be minuted formally).</p>	<p>General reserves and policy are in place minute number 20/145 Capital Expenditure, Grant Budget, Reserves Budget, and Budget shows the levels set</p>
<p>12. When approving payments for release, do those members signing cheques, etc., check the payment detail to and sign-off / initial individual invoices? <b>Please provide a full description of the approval process from receipt of invoice through to release of funds, on a separate sheet -this is particularly relevant in the light of Covid restrictions, so please advise the approach taken during "lockdown" periods.</b></p>	<p>All invoices up to February 2020 are checked, stamped as such as per the new suggested stamp form last year's audit and the number of the cheque payment added to the invoice each invoice is signed by both Councillors along with the cheque payment by both Councillors checking the entry and action. All cheques are photocopied so a copy of the cheque payment is retained to prove whom signed. All invoices are prepared ready for a meeting, each document of evidence/invoice is stapled in behind each paper copy of the electronic payment loaded on to the banking website for ease of signing as each of these is to be signed and by two Councillors and each document/invoice is to also be signed/ initialed as proof they have been seen by those Councillors. This gives good financial control checks. When the documents have been signed at a meeting, they are clarified against a separate list given to the two councillors to check the invoice/documentation and numbered then the two councillors take home this list to action the payment online. The signed invoices etc. are then listed on the Excel spreadsheet and filed in the Yearly Financial book in month order and are checked quarterly against the spreadsheet by a Councillor as a double check through the year.</p> <p>Since Covid, the clerk has scanned the invoices and relevant paperwork, sent it to the two Councilors who make the payments for approval. The Council has had the clerk drop the hard copy documentation to Councillor Simon Millar check every entry and invoice against the statement of accounts &amp; bank account and he confirmed a full and through Audit had been actioned minute number 20/184 as the normal routine of checking had been disrupted due to Covid 19</p>
<p>13. Are <u>all individual</u> payments by direct debit, bankers' standing order or internet (if in use), similarly examined, and approved for payment by members? <b>Please provide detail of the controls in place over such payments, where different to those for cheque payments, also bearing in mind the "lockdown" restrictions.</b></p>	<p>One direct debit is actioned by the Unity Trust Bank for its charges. There is only one standing order which was set up repay the clerk as the website payment had to be actioned electronically and continues to date. Website invoices are brought to the attention of the council, minuted at each meeting. The Information Commissioner has a Direct Debit payment, and the Unity Trust Bank Charges are also DD. All other payments are made by electronic payment and validated by two</p>

	Councillors signatures
14. Does the Council / a nominated member review the detail of bank reconciliations routinely throughout the year and verify detail to underlying cashbooks and bank statements <b>(Practitioner's Guide and model NALC Financial Regulations refer)?</b>	Councillor Simon Millar Quarterly reviews the accounts and actions a spot check on the invoices and checks the monthly reconciliations normally quarterly but due to covid 19 this has only occurred once, but he actioned a thorough check. He signs the reconciliation page to show he has actioned this.
15. Does the Council operate a petty cash account or hold any cash floats? <b>If so, do not forward the cash, but provide a signed (by the Chairman or an appointed member) certificate confirming the value of physical cash held as of 31<sup>st</sup> March 2021.</b>	No
16. Has a recent physical examination and verification of the Councils stock of assets been undertaken with detail agreed to the Asset Register? <b>If so, when and by whom and has the register been updated accordingly, where appropriate??</b>	Councillor Michael Trollope and Councillor Tim Hill action monthly checks on the assets and produce a hard copy check sheet to back up the checks actioned any issue are brought to the meetings for action. The Clerk keeps these on file.
17. Do members consider formally whether these assets should be included on the Council's insurance schedule or be regarded as "self-insured" (i.e., the Council would underwrite any loss rather than claim on the insurer)?	Yes, at the time of the insurance renewal they discuss the inclusion of the assets



<p>18. Are asset values based on purchase cost net of VAT (where known)? Where detail of the purchase cost is unknown, asset values should be reported on the AGAR at the same value as in the previous year, except where new assets are acquired or disposed of.</p>	<p>All assets are listed, and a cost value and insurance value listed on this document. Where known they are based on the cost net vat or a nominal value where unknown and the minute number is listed</p>
<p>19. Has the Council considered preparation of a photographic record of physical assets owned? Such a record would assist the smooth progress of any insurance claim or police investigation following either accidental or willful damage to Council property.</p>	<p>Yes, The Council has also plotted all Assets on a mapping system for ease of identification as to where they are within the Parish.</p>
<p>20. Where total funds exceeding £100,000 are held, the Council is now (w.e.f. 1 4 2018) legally required to develop and adopt annually a formal Investment Policy /Strategy. If applicable, please provide an electronic copy of the document and detail of the approving minute.</p>	<p>N/A</p>

**Certified by Chairman:** .....

**Date:** .....

**Name in full:** .....