Smaller Authority Name: Westbourne Parish Council	
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NOTICE OF CONCLUSION OF ANNUAL AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 Accounts and Audit Regulations 2015

1	The audit of accounts for (Smaller Authority Name) Westbourne Parish Council for the year ended 31 March 2021 has been completed and the accounts have been published.
2	The Annual Return is available for inspection by any local government elector in the area of (Smaller Authority Name) Westbourne Parish Council on application to
(a)	(Name of Clerk) Clare Kennett
(b)	(Address of Clerk) PO Box 143
	Emsworth
	PO10 9DX
(c)	(Telephone/email, and hours and arrangements to view) 07775654483 or clerk@westbourne-pc.gov.uk
3	Copies will be provided to any person on payment of £0.00 for each copy of the Annual Return
Ann	ouncement made by (Name of Clerk)
	Clare Kennett
Date	e of Announcement
	23 September 2021

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - · are unable to certify themselves as exempt (fee payable); or
 - · have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

- 1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
- 2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report must be completed by the authority's internal auditor.
 - · Sections 1 and 2 must be completed and approved by the authority.
 - · Section 3 is completed by the external auditor and will be returned to the authority.
- 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.
- 4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021.** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - · an explanation of any significant year on year variances in the accounting statements
 - · notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Section1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 Annual Governance Statement 2020/21, approved and signed, page 4
- Section 2 Accounting Statements 2020/21, approved and signed, page 5

Not later than 30 September 2021 authorities must publish:

- · Notice of conclusion of audit
- Section 3 External Auditor Report and Certificate
- · Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority must comply with Proper Practices in completing Sections 1 and 2 of this AGAR. 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 and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority should receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external
 auditor by email or post (not both) no later than 30 June 2021.
- 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.
- Do not send the external auditor any information not specifically requested. However, 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.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation must be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed
 accounting records instead of this explanation. The external auditor wants to know that you understand the
 reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that 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 checkl	ist – 'No' answers mean you may not have met requirements	Yes	No	
All sections	Have all highlighted boxes have been completed?			
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	/		
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', has an explanation been published?	/		
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?	/		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	/		
	Has an explanation of any difference between Box 7 and Box 8 been provided?	/		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB : do not send trust accounting statements unless requested.		1	

^{*}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

WESTBOURNE PARISH COUNCIL

www.westbourne-pc.gov.uk

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.	V		1
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	V	No.	
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.	V		
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.			V
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.	v		
H. Asset and investments registers were complete and accurate and properly maintained.	V		77.5
Periodic bank account reconciliations were properly carried out during the year.	V		
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.	v		
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. If the authority has an annual turnover not exceeding £25,000, it 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.	a cobern		V
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).	v		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	V		
O. (For local councils only)	Yes	Ne	Not applicat
Trust funds (including charitable) – The council met its responsibilities as a trustee.	1000		V

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

08/01/2021

08/06/2021

ANDY BEAMS

Signature of person who carried out the internal audit Deaus

Date

08/06/2021

*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).

Section 1 - Annual Governance Statement 2020/21

We acknowledge as the members of:

WESTBOURNE 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:

	Agı	reed		
	Yes	No*	'Yes' means that this authority:	
 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. 	1		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
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.	1		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.	1		considered and documented the financial and other risks it faces and dealt with them properly.	
We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	1		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.	
We took appropriate action on all matters raised in reports from internal and external audit.	1		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.	1		disclosed everything it should have about its business active during the year including events taking place after the year end if relevant.	
 (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 has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.	

^{*}Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance	Statement was	approved	at a
meeting of the authority	on:		

08/04/2021

and recorded as minute reference:

13

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

Chairman

Clerk

= molognest

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Section 2 - Accounting Statements 2020/21 for

WESTBOURNE 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.		
Balances brought forward	107,790	133,942	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.		
(+) Precept or Rates and Levies	93, 166	101,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.		
3. (+) Total other receipts	12,732	17,815	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	15,540	16,208	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.		
 (-) 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	64,176	87,893	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 133, 972		148,686	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).		
Total value of cash and short term investments	133,972	148,686	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.		
Total fixed assets plus long term investments and assets	310, 108	316,837	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).		
11. (For Local Councils Only) re Trust funds (including ch		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

- cerekernett

Date

28/04/2021

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

10/06/2021

as recorded in minute reference:

12

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

2021 Malbetation

Section 3 - External Auditor Report and Certificate 2020/21

In respect of

Westbourne Parish Council

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- · summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2020/21

Except for the matter reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

It was noted on review that the announcement of the Period for Public Rights was the same date as the approval of the Annual Governance and Accountability Return. The Council meeting which approved the Return commenced at 7.15pm on 10th June. Regulations 12 – 15 of the Accounts and Audit Regulations 2015 set out the order required to be followed when approving, announcing and publishing the Return and related documents in order to satisfy the Public Rights requirements. To clarify the position for the future, in such circumstances to satisfy the regulation, the announcement should be dated the day following the approval, with the Public Rights period commencing the following day. This response should be considered when completing your 2021-22 Return.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Internal Auditor has signed off the Annual Internal Audit Report 2020/21 after the Annual Governance and Accountability Return 2020/21 was approved. This means the completed 2020/21 report was not available for review and consideration with the form. It is presumed that the statements in Section 1 Annual Governance Statement refer to the previous year's internal audit report.

3 External auditor certificate 2020/21

*We do not certify completion because:

We certify/ do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name	control and Children Market M. Lorencian Laurence Co. Research Co. and Co.	
	MOORE	
External Auditor Signature	Moore	20/09/2021 Date

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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

The Accounts and Audit Regulations 2015 (SI 2015/234)				
NOTICE	NOTES			
1. Date of announcement FRIDAY 10 JUNE 2021 (a)	(a) Insert date of placing of the notice which must be not less than 1 day before			
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating	the date in (c) below			
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) Insert name, position and			
(b) CLARE RENNETT, PARISH CLERK 53 SKYLARK AVENUE, FMSWORTH, POID 76B Clerk@ives Haume-pc. gov. UK 07776654483	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 11420 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			
and ending on (d) TUESDAY 27 JULY 2021 [30 working days after (c) above]	before the date appointed in (d) below (d) The inspection period between (c)			
3. Local government electors and their representatives also have:	and (d) must be 30 working days inclusive and must include the first 10 working days of July.			
 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 subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:	A)			
MOORE				

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

5. This announcement is made by (e) CLARE KENNETT, PARISH

Moore (Ref RD/hd) Rutland House, Minerva Business Park,

Lynch Wood,

Peterborough

PE2 6PZ

Bank reconciliation - 31 March 2021

1. Treasurer's account

Balance per statement 31/03/21	£148,685.96
Less outstanding payments	£0.00
Outstanding receipts	£0.00
Add petty cash	£0.00
Revised bank	£148,685.96

Cash book control

Balance forward 01/04/20	£133,972.03
Add total receipts to date	£118,814.87
Less total payments to date	£104,100.94
Cash book at 31/03/21	£148,685.96

Westbourne Parish Council - explanation of variances between 2019/20 and 2020/21

	31/03/2020	31/03/2021	Variance	Out Test CAN STATE OF THE STATE OF	Explanation of varience
			£	%	
1. Balances brought forward	£107,790	£133,972	£33,497		
2. Precept	£93,166	£101,000	£7,834	8%	
3. Total other receipts	£12,732	£17,815	£5,083	40%	See explanation below. 2019/20 had fewer receipts than 2018/19 as explained in AGAR 2019/20.
4. Staff costs	£15,540	£16,208	£668	4%	
5. Loans interest etc	£0	£0	£0	0%	
6. All other payments	£64,176	£87,893	£23,717	37%	See explanation below.
7. Balances carried forward	£133,972	£148,686	£14,714	11%	
8. Total value of cash etc	£133,972	£148,686	£14,714	11%	
9. Total fixed assets etc	£310,108	£316,837	£6,729	2%	
10. Total borrowings	£0	£0	£0	0%	

Box 3 explanation of variance: Receipts

VAT reclaimed	£2,600	£3,737	£1,137	44%
Grants/admin received	£9,432	£13,009	£3,577	38%
Rent received	£700	£775	£75	11%
Neighbourhood Plan	£0	£294	£294	0%
Total	£12,732	£17,815	£5,083	40%

Box 6 explanation of variance: Payments

Subs, S137 and donations	£2,388	£2,991	£603	25%
Running costs	£24,710	£25,724	£1,013	4%
Capital costs and repair	£0	£0	£0	0%
Capital schemes	£7,160	£219	-£6,941	-97%
Services	£2,241	£889	-£1,352	-60%
Communications	£2,458	£1,645	-£813	-33%

Admin	£11,932	£21,188	£9,256	78%
Contingency fund	£25	£25	£0	0%
Grants/earmarked reserves	£9,585	£27,812	£18,227	190%
Neighbourhood Plan	£0	£285	£285	0%
Input VAT	£3,677	£7,115	£3,438	94%
Total	£64,176	£87,893	£23,717	37%