

Contact details

Name of smaller authority: **Hooe Parish Council**

County Area (local councils and parish meetings only):

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Jane Warrener	David Constable
Address	1 Thorne Farm Cottages Ninfield Road Bexhill East Sussex TN39 5JP	Brickyard Farm Cottage Top Road Hooe Common TN33 9EJ
Daytime telephone number	01424 - 552633	01424 - 893632
Mobile telephone number	07548 528754	07740 407988
Email address	Clerk@Hooe-pc.gov.uk	Cllr.Constable@Hooe-pc.gov.uk

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- 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 2022.
- 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 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- 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 2022**.

Completion checklist – '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 been published where required?	✓	
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	N/A	
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.	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

Annual Internal Audit Report 2021/22

HOOE PARISH COUNCIL

ENTER PARISH WEBSITE OR WEBSITE ADDRESS
Parish Notice Board only

During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) 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 2020/21 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

10/06/2022

Name of person who carried out the internal audit

ANDY BEAMS, MULBERRY & CO

Signature of person who carried out the internal audit

Beams

Date

10/06/2022

*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 2021/22

We acknowledge as the members of:

Hoee 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 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.		✓	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			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:

20/06/2022

and recorded as minute reference:

MINUTE REFERENCE
14C

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

Chairman

 SIGNATURE REQUIRED

Clerk

 SIGNATURE REQUIRED

NONE (Parish Notice Board Only)

Section 2 – Accounting Statements 2021/22 for

Hooe Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	123,802	130,719	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	15,500	30,010	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	2,851	17,615	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	3,388	4,679	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	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	8,046	9,126	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	130,719	164,539	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	130,719	164,539	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	208,127	208,127	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) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	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 2022 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

[Signature]
RESponsible Financial Officer

Date

10/6/2022

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

20/06/2022

as recorded in minute reference:

MINUTE REFERENCE 14d

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

[Signature]
Chairman

Hooe Parish Council

Section 1 Accounting Statement for External Auditors

	Yr ending 31-Mar-21	Yr ending 31-Mar-22	variance £	Variance %	Comments
1 Balances Brought forward	123802	130719	6,917	6	
2 Annual Precept	15500	30010	14,510	94	Incorrect precept amount requested. Correct figure was £30010
3 Total Receipts	2851	17615	14,764	518	£8,500 received in grants from WDC due to loss of income to village hall due to covid
4 Staff Costs	3388	4679	1,291	38	£4,301 donations received for either refurbishment or new build of village hall. Project direction not determined yet. £1,407 received in CIL money in April 2021.
5 Loan interest/capital repayments	0	0	0		Hours increased from 4 to 6 hours per week from 15/11/2021. Increased hours to 20 hours for 6 weeks.
6 All other payments	8046	9126	1,080	13	
7 Balances Carried Forward	130719	164539	33,820	26	No. 7 £15,000 allocated to village hall project from precept 2021/22, £8,500 grants received, £1,407 CIL and £4,301 donations received for village hall project. Income not included as part of budget £3,506
8 investments	130719	164539	33,820	26	
9 term investments & assets	208127	208127	0	0	

Reconciliation between box 7 & box 8 in section 2

Hooe Parish Council

Box 7: Balances carried forward	164539
Deduct Debtors (VAT)	0
Deduct Payments made in advance	0
Total deductions	164,539
Add Creditors	0
Add receipts in advance	0
Total Additions	164,539
Box 8: Total cash and short term investments	164539

Hooe Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2022	Barclays Current A/C8126	83,749.29
31/03/2022	Barclays Currecnt A/C 1178	77,065.34
31/03/2022	Santander	3,724.01
31/03/2022	Petty Cash	0.00

164,538.64

Receipts not on Bank Statement

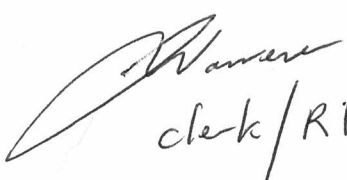
0.00

Closing Balance

164,538.64

All Cash & Bank Accounts

1	Barclays Current A/C 8126	83,749.29
2	Barclays Current A/C 1178	77,065.34
3	Santander	3,724.01
4	Petty Cash	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	<u>164,538.64</u>

 20/6/2022
clerk/RFO - Hooe Parish Council



MRS SALLY A DURMAN
 HOOE PARISH COUNCIL
 1 ELIZABETHAN COTTAGES
 TOP ROAD
 HOOE
 BATTLE - EAST SUSSEX
 TN33 9EN

HOOE PARISH COUNCIL
 Sort Code 20-27-91
 Account No 30358126

SWIFT/BIC BUKBGB22

IBAN GB67 BUKB 2027 9130 3581 26

Issued on 25 April 2022

Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
30 Mar	Start Balance			83,749.29
6 Apr	Cheque Issued Ref: 101008	150.00		83,599.29
7 Apr	Cheque Issued Ref: 101000	20.00		83,579.29
	Cheque Issued Ref: 101005	264.00		83,315.29
19 Apr	DD Direct Debit to Wealden D C Ref: 90091293	78.00		83,237.29

30 Mar - 22 Apr 2022

Start balance £83,749.29

Money out £512.00

▶ Commission charges £0.00

Money in £40.00

▶ Gross interest earned £0.00

End balance **£83,277.29**

Your deposit is eligible for protection
 by the Financial Services
 Compensation Scheme


MG 014071 F1VI227A 709F3036L00064 36700 C 57956

 Sort Code 20-27-94
Account No 93121178

SWIFTBIC BUKGB22

IBAN GB17 BUKB 2027 9493 1211 78




Issued on 31 December 2021


 MRS S DURMAN
HOOE PARISH COUNCIL
1 ELIZABETHAN COTTAGES
TOP ROAD
HOOE
BATTLE
TN33 9EN


Your Community Account

At a glance

30 Nov - 30 Dec 2021


Date	Description	Money out £	Money in £	Balance £
30 Nov	Start Balance			76,374.84
13 Dec	 Deposit at Barclays 42Bexhill Ref: 100057		418.00 ✓	76,792.84
	 Deposit Re 42Bexhill 100058		212.50 ✓	77,005.34
21 Dec	 Direct Credit From Minter J Ref: Comm Hall Donation		50.00	77,055.34
30 Dec	Balance carried forward			77,055.34
	Total Payments/Receipts	0.00	680.50	


Start balance	£76,374.84
Money out	£0.00
► Commission charges	£0.00
Money in	£680.50
► Gross interest earned	£0.00
End balance	£77,055.34

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

See over leaf





MRS SALLY A DURMAN
HOOE PARISH COUNCIL
1 ELIZABETHAN COTTAGES
TOP ROAD
HOOE
BATTLE - EAST SUSSEX
TN33 9EN

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 29 April 2022

Business Current Accounts

Community Account Statement	£98,837.29
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Sort Code 20-27-91 • Account No 30358126

Community Account Statement	£77,065.34
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Sort Code 20-27-94 • Account No 93121178

This is the end of your account summary.

31/3/22 - clerk paid in £10 cash
to generate a statement

no statement received.



43521 005629 0023 F 36700

HOOE VILLAGE HALL
THORNE FARM COTTAGES 1
LUNSFORD CROSS COTTAGES
NINFIELD ROAD
BEXHILL-ON-SEA
TN39 5JP

367

B

For all Business Banking enquiries, please call
0800 731 6666To help us maintain and improve our
customer service we may monitor or record
your calls.For the hard of hearing and/or speech
impaired, Text Relay service available
18001 0800 731 6666Online Banking service and information
available at santander.co.ukSantander, Customer Service Centre, Bootle,
Merseyside, L30 4GB

Your account summary for 1 April 2022 to 30 April 2022

Account name: HOOE VILLAGE HALL	
Account number: 56885708 Sort Code 090155	
BIC: ABBYGB2LXXX IBAN: GB94ABBY09015556885708	
Statement number: 004/2022	Page 1 of 3
Balance brought forward from 31st March statement:	£3,724.01
Total credits	£18.00
Total debits	-£86.16
Your balance at close of business 30 April 2022	£3,655.85

Credit interest rate: No credit interest is paid on this account.

News and information

Changes to terms and conditions

By 30 June 2022, we'll have moved
some of our freephone telephone
numbers to basic rate numbers (where
local charges will apply).

For some key services, we're keeping
freephone numbers. This includes
numbers to report your card lost or
stolen, report fraud, contact our
financial support and complaints teams
as well as sign to video.

Important information is continued on the reverse of this page.

Please retain statement for future reference. To query any item contact the office shown above. VAT Registration number 466 2647 24

Continued on reverse

**CONFIRMATION OF THE DATES OF THE PERIOD FOR THE
EXERCISE OF PUBLIC RIGHTS**

Name of smaller authority: **Hooe Parish Council**

County Area (local councils and parish meetings only):


On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on: **22nd June 2022**

and ending on: **2nd August 2022**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2022 (i.e. Friday 1 July – Thursday 14 July).

We have suggested the following dates: Monday 13 June – Friday 22 July 2022. The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022.)

Signed: 

Role: clerk / RFO

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.