



MOORE

Our ref: CAR/hd/712837

27 July 2020

Mr D Marffy
Aston Tirrold & Aston Upthorpe Parish Council
1 Aston Street
Aston Tirrold
Didcot
Oxfordshire
OX11 9DJ

Moore East Midlands

Oakley House
Headway Business Park
3 Saxon Way West
Corby, NN18 9EZ

T 01536 461900

Moore East Midlands

Rutland House
Minerva Business Park
Lynch Wood
Peterborough PE2 6PZ

T 01733 397300

www.moore.co.uk

Dear Mr Marffy

Enclosed is the original AGAR for Aston Tirrold & Aston Upthorpe Parish Council together with any related documents we received from you.

We have taken a policy decision to scan in all original documents received and then return them for your safe keeping.

This is not an indication that the 2019-20 review process has been completed and we will be in touch, if necessary, with any queries and/or additional information/explanation requests.

On completion, our Audit Report will be provided to you, either electronically or in hard copy, on the appropriate page of the form together with the normal completion notifications, invoice etc.

Yours sincerely

Carolyn Rossiter
carolyn.rossiter@moore.co.uk

Enc.

Section 3 - External Auditor Report and Certificate 2019/20

In respect of

Aston Tirrold and Aston Upthorpe Parish Council

1 Respective responsibilities of the body and the auditor

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 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK and Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(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.

(*delete as appropriate)

The announcement date provided on the Notice of Public Rights showed that the period was announced (published) on the same day as it commenced. This is contrary to the Accounts and Audit Regulations 2015, Part 15(3) which states this should be published no later than one day before the date of that commencement. In future the Council needs to provide a minimum of 1 day as notice prior to the commencement of the period of public rights.

The minute references provided suggest that whilst the Annual Governance and Accountability Return was wholly approved at the same meeting, Section 2 was considered and approved by the Council prior to Section 1. Regulation 6(4) of the Accounts and Audit Regulations 2015 explicitly requires the Governance Statement (Section 1) to be considered and approved in advance of the Statement of accounts (Section 2). The council should in future ensure it follows the required order for approval of the documents.

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

The Annual Internal Audit Report was initially submitted with questions unanswered or items that we expected to be reviewed shown as 'Not covered'. A revised report was then submitted with all questions answered and those which were previously inconsistent having been corrected.

Section 1 of the form also had to be resubmitted as a signature was not present on the original submission.

The Council should ensure it provides the final Internal Auditor report with the fully completed and signed return form for external review.

3 External auditor certificate 2019/20

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 2020.

~~*We do not certify completion because:~~

External Auditor Name



MOORE

External Auditor Signature

Date

17/11/2020

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual Governance and Accountability Return 2019/20 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 2019/20

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** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
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 2020**. 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 2020
 - 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 2019/20

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 **Section 1, 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 a publicly accessible website:

Before 1 July 2020 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 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 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 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *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 Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. 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 if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- 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 email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return 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 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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 2020**.

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 from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2020 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.	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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ASTON TIRROLD AND ASTON UPTHORPE 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 2020, 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
			✓

*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 07/20

and recorded as minute reference:

12/479 MINUTE REFERENCE

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

Chairman

Clerk

SIGNED

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.theastons.net AUTHORITY WEBSITE ADDRESS

Annual Internal Audit Report 2019/20

ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	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.			NOT APPLICABLE
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 and year-end bank account reconciliations were properly carried out.	✓		
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 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓
M. (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

05/07/2020 DD/MM/YY DD/MM/YY

Name of person who carried out the internal audit

S.E.C. MORANT INTERNAL AUDITOR

Signature of person who carried out the internal audit

S.E.C. MORANT

Date

05/07/2020

*If the response is 'no' you must include a note to 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 2 – Accounting Statements 2019/20 for

ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	65 966	65 738	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	17 200	17 200	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	6 627	9 944	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	3 774	3 294	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	20 281	31 990	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	65 738	57 598	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	65 738	57 598	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	4 892 40	4 922 82	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).
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 2020 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 REQUIRED

Date

19/07/20

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

20/07/20

as recorded in minute reference:

12/479 iii

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

Jane S. SIGNATURE REQUIRED

Additional information to be submitted with Part 3 AGAR

Basic and Intermediate levels

Item required.	Included Y/N or response
1. State the basis of accounts – Income and Expenditure (I&E) or Receipts and Payments (R&P)	R&P
2. Bank reconciliation (N.B. a <u>pro-forma</u> document is available online).	BANK STATEMENT ENCLOSED
3. Explanations of significant variances: For boxes 2 – 10 in the Accounting Statements, where the 2020 figure is 15% greater than, or 15% less than, the 2019 figure unless the variance is less than £500	YES
4. A reconciliation between boxes 7 and 8 – this must be quantified.	YES
5. An explanation of any 'No' answers in Section 1 (Annual Governance Statement)	N/A
6. An explanation of any 'No' answers in the Annual Internal Audit Report.	N/A
7. An explanation of the level of reserves held if more than twice the precept of the Authority.	YES
8. Whether you use the general power of competence.	No
9. The dates for the period for the exercise of public rights (N.B. a <u>pro-forma</u> document is available online).	21 ST JULY - 1 ST SEPTEMBER
10. This sheet, duly completed	YES



Astons Recreation Committee
THE GATE HOUSE
ASTON STREET
ASTON TIRROLD
OX11 9DJ

Your Account

Sort Code 30-99-03
Account Number 00504154

TREASURERS ACCOUNT

01 March 2020 to 31 March 2020

Money In	£403.45	Balance on 01 March 2020	£26,823.71
Money Out	£2,986.75	Balance on 31 March 2020	£24,240.41

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Mar 20	LEE WEBB PLUMBING 100000000571913406 INV NO	FPO		177.60	26,646.11
10 Mar 20	SWALEC GAS 667471221	BGC	114.60		26,760.71
19 Mar 20	ASTON TIRROLD AND H&S PAYMENT	FPI	288.85		27,049.56
25 Mar 20	GRUNDON WASTE MANA ASTO008/1	DD		43.38	27,006.18
26 Mar 20	ABSOLUTE BUILDING 500000000581499612 ASTONS	FPO		546.00	26,460.18
26 Mar 20	ABSOLUTE BUILDING 300000000584849982 ASTONS	FPO		2,202.00	24,258.18
30 Mar 20	CASTLE WATER LTD TW8936384457	DD		17.77	24,240.41

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			



(PARISH COUNCIL ACCOUNT)

Aston Tirrold And Aston Upthorpe Parish Council
 1 ASTON STREET
 ASTON TIRROLD
 DIDCOT
 OXFORDSHIRE
 OX11 9DJ

Your Account

Sort Code 30-99-03
 Account Number 00014513

TREASURERS ACCOUNT

01 March 2020 to 31 March 2020

Money In	£3,375.79	Balance on 01 March 2020	£32,867.73
Money Out	£2,886.07	Balance on 31 March 2020	£33,357.45

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
18 Mar 20	JANCIS SMITH 300000000582158174 CLERK	FPO		54.00 ✓	32,813.73
18 Mar 20	WEL MEDICAL 200000000576804964 DEFIB	FPO		930.00	31,883.73
19 Mar 20	ASTONS RECREATION 600000000578892426 H&S	FPO		288.85 ✓	31,594.88
19 Mar 20	ASTON TIRROLD & UP 600000000578892609 ASTONS	FPO		500.00	31,094.88
19 Mar 20	DENES MARFFY 500000000579202264 ASTONS	FPO		218.60 ✓	30,876.28
19 Mar 20	HMRC - ACCOUNTS OF 300000000582551336	FPO		154.20 ✓	30,722.08
19 Mar 20	OALC 600000000578893211 ASTONS SUBS 206518 10	FPO		140.42 ✓	30,581.66
19 Mar 20	RUSTIC MANAGEMENT 200000000577186983 ASTONS	FPO		100.00 ✓	30,481.66
23 Mar 20	RKJ FAIRMAN 200000000577788875 ASTONS	FPO		500.00	29,981.66
26 Mar 20	HMRC VTR XQV126000102655	BGC	2,875.79		32,857.45
30 Mar 20	FAIRMAN R K J FATFROGLTD RP4679967856811200 208111	FPI	500.00		33,357.45

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

ASTON TIRROL AND ASTON UPTHORPE PARISH COUNCIL

Explanation of variances 2019/20 – pro forma

Name of smaller authority:

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

Now, 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 £500);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

	2019 £	2020 £	Variance £	Variance %	Explanation Required?	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
1 Balances Brought Forward	65,966	65,738				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	17,200	17,200	0	0.00%	NO		
3 Total Other Receipts	6,627	9,944	3,317	50.05%	YES		The difference is because in 2019 the figure was calculated net of VAT (£2831 was reclaimed in 2019), as we were informed by the Auditors that it was inappropriate to calculate net of VAT on a Receipt and Payment basis the 2020 figure is calculated including VAT (£2221 was reclaimed in 2020)
4 Staff Costs	3,774	3,294	-480	12.72%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	20,281	31,990	11,709	57.73%	YES		The difference is largely due to Traffic Calming £3519, Purchase by ARC of a mower for £2160, Increase in ground maintenance costs for ARC of £2634, Increased Parish Council Grant donations £450, uncontested election fee £200 totalling £8963
7 Balances Carried Forward	65,738	57,598	-8,140	12.38%	NO		
8 Total Cash and Short Term Investments	65,738	57,598	-8,140	12.38%	NO		
9 Total Fixed Assets plus Other Long Term Investments and Assets	489,240	492,282	3,042	0.62%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Excessive Reserves Ratio 3.82198 3.34872

PLEASE PROVIDE AN EXPLANATION FOR THE LEVEL OF RESERVES ON THE FOLLOWING TAB

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
Reserve 1	20000		20000 Anticipated traffic calming expenditure
Reserve 2	17000		17000 New playground at the recreation ground
Reserve 3	10000		10000 Anticipated maintenance costs on the Pavillion which is now 10 years old.
Reserve 4	10598		10598 Running costs for the Parish Council - it is anticipated that due to the pandemic
Reserve 5			the Parish Council will need to support both ARC and the Village Hall
		57598	
General reserve		0	
Total reserves (must agree to Box 7)		57598	
Box 7 per Annual Return		57,598	
Difference		0	

Additional information to be submitted with Part 3 AGAR

Reconciliation between boxes 7 and 8

	Parish Council	ARC	Consolidated
TOTAL EXPENDITURE	(21,234.65)	(10,810.66)	(32,045.31)
Surplus of income over Expenditure	(1,616.65)	(5,886.59)	(7,503.24)
Bank Balance 1st April 2019	33,186.39	32,551.11	65,737.50
Add: Surplus of Income over Expenditure	(1,616.65)	(5,886.59)	(7,503.24)
VAT reclaim to be paid to ARC	1,966.11	(1,966.11)	-
VAT to be reclaimed	(178.40)	(458.00)	(636.40)
Bank Balance at 31st March 2020	33,357.45	24,240.41	57,597.86
Actual Balance at 31st March	33,357.45	24,240.41	57,597.86