Annual Governance and Accountability Return 2021/22 Form 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 Form 3 of the Annual Governance and Accountability Return 2021/22

- Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
- 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 2022.
- 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 2022. 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 2022
 - 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 2021/22

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 2022 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 2021/22, approved and signed, page 4
- Section 2 Accounting Statements 2021/22, approved and signed, page 5

Not later than 30 September 2022 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 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 checkli	st - No answers mean you may not have met requirements	Yes	No
All sections	Have all highlighted boxes have been completed?		62.45
rg goddono	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?	1	
Section 1	For any statement to which the response is 'no', has an explanation been published?	171	V
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	V	2 M. St.
	Has an explanation of significant variations been published where required?	1	
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?	1	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	V	
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.		~

^{*}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

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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 exvered**
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.	/		
 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.	1		
H. Asset and investments registers were complete and accurate and properly maintained.	V		
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.	1		
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			1
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).		V	
	Yes) No	Notes for
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			/

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

22/11/2021 13/05/2022

ANDY BEAMS, MULBERRY & CO

Signature of person who carried out the internal audit Deaup

Date

13/05/2022

"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:

FUNTINGTON 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:

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生活的 医多种性多种性多种	Yes	No*	Bould-policy	ans that this authority	
 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.		
We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	V		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.		
 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. 	V		during the year gave all persons interested the opportunity inspect and ask questions about this authority's accounts.		
 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.		
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 finan- controls and procedures, to give an objective view on whe internal controls meet the needs of this smaller authority.		
We took appropriate action on all matters raised in reports from internal and external audit.	V	-	responded to matters brought to its attention by internal an 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 activ during the year including events taking place after the year and 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 	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	t a
meeting of the authority on:	

JUNE

and recorded as minute reference:

16. d

JUNE

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

Vinlli-

Chairman

Clerk

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Section 2 - Accounting Statements 2021/22 for

FUNTINGTON PARISH COUNCIL

	Yeare	ending	Notes and guidance		
	31 March 2021 £	31 March 2022 E	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures mus agree to underlying financial records.		
Balances brought forward	58,961	65,572	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	20,000	24,220	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.		
3. (+) Total other receipts	14,945	16,387	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	6,468	VW 8,486 8,286	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	21,866	20,306 20,107	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	65,572	77,586 VW.	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	65,572	77,586	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	51,325	58,843	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	Yes	No NA	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.		
(including charitable)		v	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

Date OI JUNE 2022

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

01 JUNE 2022

as recorded in minute reference:

JUNE 16.d

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

Deene

Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

FUNTINGTON PARISH COUNCIL

1 Respective responsibilities of the auditor and the authority

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:

accordance with Prop	per Practices which:
summarises the acconfirms and provide	counting records for the year ended 31 March 2022; and es assurance on those matters that are relevant to our duties and responsibilities as external auditors
External audi	itor's limited assurance opinion 2021/22
Except for the matters rec	ported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in In Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and In Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and In Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and In Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and In Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and In Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and In Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and In Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and In Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and In Sections 2 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and In Sections 2 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and In Section 2 and Practices and Pr
(continue on a separate s	heet if required)
	g our opinion which we draw to the attention of the authority:
(continue on a separate s	sheet if required)
	litor certificate 2021/22 tify* that we have completed our review of Sections 1 and 2 of the Annual Governance and not not also that we have completed our review of Sections 1 and 2 of the Annual Governance and not not also that we have a section of the Annual Governance and not not also that we have a section of the Annual Governance and not not a section of the Annual Governance and not
"We do not certify comple	ation because:
External Auditor Nam	e

Annual Governance and Accountability Return 2021/22 Form 3 Local Councils. Internal Drainage Boards and other Smaller Authorities*

External Auditor Signature

Date

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

The Accounts and Audit Regulations 2015 (SI 2015/2	NOTES
1. Date of announcement	(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.	the date in (c) below
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 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:	STATE OF THE PROPERTY OF THE P
(b) Victoria Williams - Parish Clerk and RFO 21 Pease Croft, South Harting, West Sussex GU31 5LB	(b) Insert name, position and address/telephone number/ emal address, as appropriate, of the Clerk of other person to which any person may
07792 498087	apply to inspect the accounts
clerk@funtingtonpc.org	(c) Insert date, which must be at least 1
commencing on (c)	day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below
and ending on (d)	(d) The inspection period between (c)
[30 working days after (c) above]	and (d) must be 30 working days inclusive and must include the first 10
3. Local government electors and their representatives also have:	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:	
MOORE	
Moore (Ref RD/hd)	
Rutland House, Minerva Business Park,	(e) Insert name and position of person
Lynch Wood, Peterborough	placing the notice - this person must be the responsible financial officer for the

5. This announcement is made by (e) Victoria Williams (Parish Clerk and

the responsible financial officer for smaller authority

Explanation of variances 2021/22 - pro forma

Serve of servitie authority. Insert Spures from Section 2 of the ASAR in all Blag highlighted boxes.

Nove, phases provide full explorations, including numerical values, for the following that within flagged in the green bones where information of manufacturing the modular bones (except animates of test than 19th befores both the mindual bones (except animates of test than 19th).

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Expension | DO NOT DVENWEITE THE BOXES HIGHLIDHINGS | Expension intuit include cartifies and supporting Squire. | REDIGINEEN The hudget for the SECT year abound settle overspecific for the SECT year abound settle overspecific for that years property due to serve large and measurest products, although meditions or one all specific file measurements to the Self petting Great was specific for EUD to accesse of ECC DEC, Work was also carried on or Traffic management, witch although implement was considered for the mery present and between the COCK or the servery present of the servery present and the servery present and the servery present and the servery present and pettings. Explanation of N. variance from PV opening balance not required - Balance brought toward agrees A new Clock was employed by the Counts in Novembur 2000, suring the year 2019/20 there was not a permanent Clock and therefore vergor, were lover. The Parith Countil received an eddition (SLE44 Ct. records, n. 221422 which is carriedly on autigrad and therefore unspect. The PC also received CLOSE VM what is the 2004Ct page. The Parish Council received as assistent 89,544 Ct. seems in 2021/22 which is connectly un assigned and Phenofere unspent. The PC disc received Ct.006 VAT. during the pandattie, there was an increase in the donations to some charlies (stating £400). meland for the 2020/21 year. NES. 9 NI S 9 88 ě 9 9 9,65% 8.04% 18.32% 18.32% 14.52% D.007% Variance Variance 21.10% 31.20% -1,759 12,014 12.D14 7,510 4,220 1,442 18,367 30,107 2002 77,500 54.80 24,220 77,588 3695 21,816 51,325 0 68,572 20,093 6480 16,372 198.85 202 9 Total Fload Assets plus Other Long Term Investments and Assets 3 Total Cash and Sharl Term Investments 5 Loan Interest/Capital Repayment 2 Precept or Rates and Lavies 1 Balances Brought Forward 7 Balances Carried Forward 3 Total Other Receipts 6 All Other Payments 4 Staff Costs

Excessiv Reserves Pato. 32786 3.3339 PLEASE PROVIDE AN EXPLANATION FOR THE LEVEL OF RESERVES ON THE FOLLOWING TAB

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9000

10 Total Barrowings

Funtington Parish Council

Bank Reconciliation 2021/2022

	£	£
Current Account		8,878.84
Savings Account		56,693.10
Balance per bank statement at 31 March 2022		65,571.94
Add: outstanding receipts	N/A	
		848
Less: outstanding payments	N/A	
Balance per cashbook at 31 March 2021		65,571.94
Outstanding receipts		
This should include any amounts received which I as being received in the period to 31 March 2021 after 31 March 2022.		
Outstanding payments		
This should include any amounts paid which have		
being paid in the period to 31 March 2021 but wh	nich appear on	the bank statement after
31 March 2022.		
Opening Balance 1 st April 2021 (from prev years bank	rec)	65,571.94
Add: Receipts in the year		34945.82
Less: Payments in the Year		-28335.61
Closing Balance as at 31 March 2022		72,182.15