

**Felsham Parish Council  
Annual Return - Check for significant variances 2020/21**

Box No	This year	Last Year	Diff £	Diff %	if >£200 or > 15%	Explanation	Amount
2	7133	6990	143	2.05%	YES	Budget process identified precept	£143
3	4439	3494	945	27.05%	YES	Locality donation this year £2500 Dog bin donation last year £100, vat less this year £1410, vas cable last year £43	£2,500 -£1,553
4	3306	3093	213	6.89%	NO	National Pay rise £85 Overtime for Working Group £128	£213
5	0	0	0			No invoice for playingfield grass as yet	-£250.00
6	3764	3419	345	10.09%	YES	15 cuts of grass this year, 11 last year £320, Donation to VH this year £462	£782.00
						Street lights down £75.00	-£75.00
						Zoom this year £108,	£108.00
						Election last year £105, Dog bin last year £102	-£207.00
9	14804	14804	0	0.00%	NO		
10	0	0	0		NO		

Bank Reconciliation

FELSHAM PARISH COUNCIL

Suffolk County Council

Year ended 31 March 2021

Prepared by Paula Gladwell - Parish Clerk/RFO

Bank Accounts

Lloyds TSB - Current Account \*\*967 as at 31.03.21 £5,897.64

Lloyds TSB - Deposit Account \*\*113 as at 31.03.21 £12,178.92

Less unrepresented cheques (list)

Payments	Amount	
<b>Total</b>	<b>£0.00</b>	<span style="border: 1px solid black; padding: 2px;">£0.00</span>

Add uncleared payment (list)

<b>Total</b>	<b>0</b>	<span style="border: 1px solid black; padding: 2px;">0</span>

Add Petty Cash 0

Net Balances as at 31st March 2021 £18,076.56

**CASH BOOK**

Opening Balance 1 April 2020 £13,574.87

Add: Receipts in the year £11,572.02

Less: Payments in the year £7,070.33

Closing Balance as at 31 March 2021 £18,076.56

## WHAT EXEMPT AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require that:

1. The statement of accounts prepared by the authority (i.e. the Annual Governance & Accountability Return (AGAR) Part 2), 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, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.

2. The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.

3. The responsible financial officer for an exempt authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):

(a) the Accounting Statements (i.e. Section 2 of the AGAR Part 2), accompanied by:

(i) a declaration, signed by that officer to the effect that the statement of accounts will not be audited on account of that authority's self-certified status as exempt, unless either a request for an opportunity to question the auditor about the authority's accounting records under section 26(2) or an objection under section 27(1) of the Act, results in the involvement of the local auditor;

(ii) the Annual Governance Statement (i.e. Section 1 of the AGAR Part 2); and

(iii) the Certificate of Exemption (i.e. Page 3 of the AGAR Part 2); and

(b) a statement that sets out—

(i) the period for the exercise of public rights;

(ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;

(iii) the name and address of the local auditor;

(iv) the provisions contained in section 25 (inspection of statements of accounts etc), section 26 (inspection of documents etc) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

## HOW DO YOU DO IT?

You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document; and publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:

- a. the approved Sections 1 and 2 of Part 2 of the AGAR; and
- b. the completed Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority). Please note that we have pre-completed it with the following **suggested** dates: Monday 14 June – Friday 23 July 2021. (The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021); and

- c. the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Smaller authority name: FELSHAM PARISH COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF ANNUAL GOVERNANCE & ACCOUNTABILITY  
RETURN (EXEMPT AUTHORITY)**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>14<sup>th</sup> JUNE 2021</u> (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it 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:</p> <p>(b) <u>Paula Gladwell</u> <u>felshamparishclerk@gmail.com</u></p> <p>commencing on (c) <u>Monday 14 June 2021</u></p> <p>and ending on (d) <u>Friday 23 July 2021</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• 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.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</p> <p>5. This announcement is made by (e) <u>P. GLADWELL - RFO</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>