ALTARNUN PARISH COUNCIL

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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

NOTICE	NOTES
 Date of announcement: 9th June 2023 Each year the smaller authority's Annual Governance and Accountability 	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available	
on reasonable notice by application to:	
	(b) Insert name, position and address/telephone number/ email
Mr R TURNER – PARISH CLERK & RFO. THE HOLLY, SCHOOL HILL, LANJETH PL267TP TEL: 07841780397 EMAIL:clerkaltarnunpc@gmail.com	address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts
commencing on: 12 th June 2023	(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
and ending on: 21 st July 2023	(d) The inspection period between (c)
3. Local government electors and their representatives also have:	and (d) must be 30 working days inclusive and must include the first 10 working days of July.
• The opportunity to question the appointed auditor about the accounting records; and	
• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.	
The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	
4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:	
BDO LLP	
Arcadia House	
Maritime Walk Ocean Village	
Southampton	(e) Insert name and position of person
SO14 3TL ⊠ councilaudits@bdo.co.uk	placing the notice – this person must be
	the responsible financial officer for the smaller authority
5. This announcement is made by: R TURNER – PARISH CLERK & RFO.	,

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect 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. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 3-14 July 2023 for 2022-23 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication <u>Local authority accounts: A guide to</u> <u>your rights</u> are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and</i> <i>Publication of Unaudited Annual Governance &</i> <i>Accountability Return.</i>
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Annual Internal Audit Report 2022/23

ALTARNUN PARISH COUNCIL

altarnunparish.co.uk

During the financial year ended 31 March 2023, 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 2022/23 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 ⁴	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	V	1	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	~		
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.	v		
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.	V		
I. Periodic bank account reconciliations were properly carried out during the year.	V		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	~		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			~
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	~		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	~		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	1		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee			V

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

30/04/2023

Signature of person who

carried out the internal audit

hin) (des

Date

Linda Coles

Name of person who carried out the internal audit

08/05/2023

*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).

08/05/2023

Altarnun Parish Council - Annual Internal Audit appendix to page 3 of the AGAR. Explanation of boxes marked no or not covered.

Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Not covered	Coverage not required. Altarnun Parish Council does not hold any petty cash
Box K	If the authority had a limited assurance review of its 2019/2020 AGAR tick "not covered"	Not covered	Coverage not required. Altarnun Parish Council had a limited assurance review of its 2021/22 AGAR

Linda Coles Internal Auditor 30/04/2023

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ALTARNUN 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 2023, that:

	Agr	eed		
	Yes	No*	Yes m	eans that this authority:
 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. 	1			ed its accounting statements in accordance a 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. 	1			proper arrangements and accepted responsibility eguarding the public money and resources in ge.
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.	~			ly done what it has the legal power to do and has ad with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	1			the year gave all persons interested the opportunity to 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. 	1			ered and documented the financial and other risks it nd 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 finance controls and procedures, to give an objective view on wheth internal controls meet the needs of this smaller authority.		
We took appropriate action on all matters raised in reports from internal and external audit.	1		respon externa	ded to matters brought to its attention by internal and I audit.
 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. 	1		during	ed everything it should have about its business activity the year including events taking place after the year elevant.
 (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability 	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.
responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.			1	

*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:

7 6 2023.

and recorded as minute reference:

90/23.

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

2 time Chairman Clerk

altarnunparish.co.uk

Section 2 – Accounting Statements 2022/23 for

ALTARNUN PARISH COUNCIL

	Year en	ding	Notes and guidance	
	31 March 2022 £	31 March 2023 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	26,894	31,538	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	14,000	14,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	6,570	25,175	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	3,795	4,946	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	12,131	21,696	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	31,538	44,071	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	31,538	44,071	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	38,058	43,405	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).	

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		1		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			1	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

erter. 4/6/2023

Date

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

716 2023,

as recorded in minute reference:

91/23

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

C2

Bank reconciliation

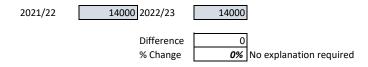
This reconciliation includes <u>all</u> bank and building society accounts, including short term investment accounts. It <u>must</u> agree to Box 8 in the column headed "Year ending 31 March 2023" in the Accounting Statements of the agree to Box 7 where the accounts are prepared on a receipts and payments basis.

Net balances as at 31/3/2023					44070.79
				Nil	0.00
Add: any un-banked cash as at 31.3.20	023			Nil	0.00
Less: any unpresented cheques as at 3	1.3.2023				
Petty cash float (NOT applicable)					0.00
					44070.79
	account 2	536144	68747284	1.00	
Balance per bank statements as at 31	account 1	536144	05225256	44069.79	
	4 2 2022			£	£
Date:	01/04/2023				
Prepared by (Name and Role):	ROBIN TURNER	- CLERK &	RFO		
Financial year ending 31 March 2023					
County area (local councils and parish	meetings only):	[CORNWALL		
name of smaller additioney.					
Name of smaller authority:	ALTARNUN PARI	SH COUN	<u></u>		

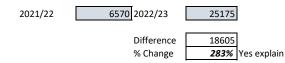
Accounting statements 2022-23

ALTARNUN PARISH COUNCIL	Year e	nding			Notes and guidance	Explanation required
	31-Mar-22	31-Mar-23	Variance £	Variance %	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	26,894.00	31,538.00			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	14,000.00	14,000.00	0	0%	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	No explanation required
3. (+) Total other receipts	6,570.00	25,175.00	18605	283%	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	Please explain within the relevant tab
4. (-) Staff costs	3,795.00	4,946.00	1151	30%	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contirbutions, employers pension contributions, gratuities and severance payments.	Please explain within the relevant tab
5. (-) Loan interest/capital repayments	-	-	0	0%	Total expenditure of payments of capital and interest made during the year on the authority's borrowings (if any).	No explanation required
6. (-) All other payments	12,131.00	21,696.00	9565	79%	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	Please explain within the relevant tab
7. (=) Balances carried forward	31,538.00	44,071.00			Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	Please explain in the Reserves tab
	Bal c/f checker	Bal c/f checker				
8. Total value of cash and short term investments	31,538.00	44,071.00			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	38,058.00	43,405.00	5347	14%	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.	No explanation required
10. Total borrowings	-	-	0	0%	The outstanding capital balances as at 31 March of all loans from third parties (including PWLB).	No explanation required

Precept or rates and levies



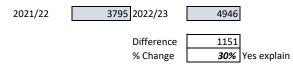
Other receipts



Use the table below to breakdown your explanation

	2021/22 £	2022/23 £	Difference	Explanation (Ensure each explanation is quantified)
	677	1942	1265	VAT reclaimed increased £1265 as a result of increased year on year expenditure
	235	1100	865	Cemetery fees increased £865 as a result of 5 more interments & 1 more reservation year on year
	3144	10269	7125	Increase in Community Infrastructure Levy received of £5880
	0	5593	5593	Grant of £ 5593 from Bolventor Church Yard Trust to maintain Bolventor cemetery
	1943	2055	112	Local Maintenance Partnership grant increased by £112.
	0	3000	3000	Cornwall Council bus shelter grant received to install a shelter at Bolventor
	330	1100	770	Public donations to the council increased by £770
	241	116	-125	CTS grant reduced by £125 in 2022/23
Total	6570	25175	18605	

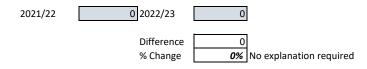
Staff costs



Use the table below to breakdown your explanation

	2021/22 £	2022/23 £	Difference	Explanation (Ensure each explanation is quantified)
	3019	3804	785	Grading and national pay increase increased cost by £
	776	1081	305	HMRC PAYE & NI increased by £305
	0	61	61	Payroll services of £61 were incurred in 2022/23
Total	3795	4946	1151	

Loan interest & capital repayments



All other payments

п



Use the table below to breakdown your explanation

(consider any fixed assets that have been purchased and reflect in explanation in box 9 fixed assets)

	2021/22 £	2022/23 £	Difference	Explanation (Ensure each explanation is quantified)	
	5435	6455	1020	Parish maintenance increased by £1020	
	1299	1435	136	Fees and subsciptions increased by £136	
	143	5182	5039	Procurements increased by £5039	
	2198	4175	1977	Maintence foe public convieniences increased by £1977	
	332	712	380	Grants and donantions increased £380	
	255	0	-255	No election expenses were incurred in 2022/23	
	660	1942	1282	VAT paiud increased £1282	
	258	214	-44	Office expenses decreased by £44	
	0	30	30	Staff training £30 incurred in 2022/23	
Total	10580	20145	9565		

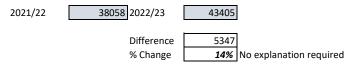
Reserves

Box 7 44071 Precept 14000

Do reserves exceed 2 x Precept? Yes - Please explain below

	£	£	£	
Earmarked reserves:				
Toilet block	6	215		
Defib	2	295		
Mill Green		496		
Cemetery	3	850		
CTS		58		
CIL	13	066		
Bolventor church yd	5	115		
Election		545		
			31640	
General reserve	12	431	12431	
Total reserves (must agree to Box	7)		_	44071

Total fixed assets inc. long term investments



Total borrowings

