

# Annual Governance and Accountability Return 2021/22 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities\* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

## Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
  - a) does not meet the qualifying criteria for exemption; or
  - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
  - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2022**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
  - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
    - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
    - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
    - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. 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**.

## Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption, page 3**
- **Annual Internal Audit Report 2021/22, page 4**
- **Section 1 – Annual Governance Statement 2021/22, page 5**
- **Section 2 – Accounting Statements 2021/22, page 6**
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

## Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2021/22 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£200 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

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 2 of the Annual Governance and Accountability Return (AGAR) 2021/22, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2022. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2022**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- 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.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **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.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide\** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
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', is an explanation available for publication?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? ( <i>Local Councils only</i> )		

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

## Certificate of Exemption – AGAR 2021/22 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2022, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

### Hints with Canwell Parish Council

certifies that during the financial year 2021/22, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2021/22: 9466.91 R AMOUNT £94,691

Total annual gross expenditure for the authority 2021/22: 7007.75 R AMOUNT £70,043

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2022.

**By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

*CM Burgess*

Date

10/05/2022

I confirm that this Certificate of Exemption was approved by this authority on this date:

10/05/2022

Signed by Chairman

*SPetford*

Date

10/05/2022

as recorded in minute reference:

22/36 a

Generic email address of Authority

clerk@hintswithcanwellpc.co.uk

Telephone number

07942 508820

\*Published web address

hintswithcanwell.co.uk

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2022. Reminder letters incur a charge of £40 +VAT**



# Annual Internal Audit Report 2021/22

## Hints with Canwell Parish Council

www.hintswithcanwell.co.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	PETTY CASH NOT KEPT ✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

15/03/2022 20/04/2022

Name of person who carried out the internal audit

Toplis Associates - Kim Squires

Signature of person who carried out the internal audit

*Kim Squires*

Date

20/04/2022

\*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:

### Hints with Canwell Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	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
			✓

\*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

10/05/2022

and recorded as minute reference:

22/36 b

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

Chairman

SPelford

Clerk

Gm Burgess

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

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes | No  
✓ |

hintswithcanwell.co.uk

IF PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2021/22 for

### Hints with Canwell Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	19981	22433	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	8270	8270	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	1142	1197	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	3661	3679	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	3299	3329	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	22433	24892	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	22433	24892	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>	
9. Total fixed assets plus long term investments and assets	2368	2863	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*Am Burgess*

Date

10/05/2022

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

10/05/2022

as recorded in minute reference:

22/36 C REFERENCE

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

*Spelford*

RE REQUIRED

## Hints with Canwell Parish Council

### Bank Reconciliation at 31 March 2022

<b>Bank balances</b>	
Deposit Account (statement No. 244)	15,906.86
Current Account (statement No. 501)	8,985.50
<b>Total Bank Balance at 31 March</b>	<b>24,892.36</b>
Less unrepresented cheques	0.00
Plus unrepresented income	0.00
Petty Cash	None
Accounts balance (Box 8)	24,892.36

### Explanations of significant variations

BOX 3 Total other receipts	£
Figure in 21-22 column	1,197
Figure in 20-21 column	1,142
% Variance	5%
£ Variance	55
Reason	£
NOT NECESSARY	
Total amount explained	0
Unexplained amount £ of total variance	55
Unexplained as % 20-21 figure	4.8%
Unexplained is less than 15% of 20-21 figure	YES

### Identifying which significant variations require explanation

Box on Section 2	£ 20-21	£ 21-22	Variance £	Variance %	Variance required?
BOX 1 Balances brought forward	19,981.13	22,433.20			
BOX 2 Precept	8,270.00	8,270.00	0	0%	NO
BOX 3 Total other receipts	1,141.98	1,196.91	55	5%	NO
BOX 4 Staff costs	3,660.76	3,679.04	18	0%	NO
BOX 5 Loan repayments	0.00	0.00	0		NO
BOX 6 All other payments	3,299.15	3,328.71	30	1%	NO
BOX 7 Balances carried forward	22,433.20	24,892.36			
BOX 8 Total cash/short term investments	22,433.20	24,892.36			
BOX 9 Total fixed assets	2,368.00	2,863.00	495	21%	YES
BOX 10 Total borrowings	0.00	0.00	0	-	

### Analysis of Earmarked Reserves

Purpose and nature of reserve	short/long term investment	£
Election Costs accrual for 2023	short	800
Quinney Hall Repairs and Renewals Fund	short	10,600
(a) Total		11,400
(b) Precept (as Box 2)		8,270
(c) Balance Carried Forward (as Box 7)		24,892
(d) Amount of balances less earmarked reserves (c-a)		13,492
Ratio of balances less earmarked reserves to Precept (d/b)		1.63
Reason if over 3 times or less than 0.1		N/A

<b>BOX 6 Total other payments</b>		£
Figure in 21-22 column		3,329
Figure in 20-21 column		3,299
% Variance		1%
£ Variance		30
Reason		£
NOT NECESSARY		
Total amount explained		0
Unexplained amount £ of total variance		30
Unexplained as % 2020 figure		0.90%
Unexplained is less than 15% of 2020 figure		YES

<b>Box 9 Assets</b>		£
Figure in 21-22 column		2,863.00
Figure in 20-21 column		2,368.00
% Variance		21%
£ Variance		495
Reason		£
Partially funded defibrillator disposed of		-400
New defibrillator purchased		895
Total amount explained		495
Unexplained amount £ of total variance		0



# Reconciliation at March 31st 2022

<u>Accounts</u>		<u>Bank balances</u>	
a. Balance b/f 1st April	22,433.20	Stat 244 Deposit Account	15,906.86
b. Total Receipts	9,466.91	Stat 501 Current Account	8,985.50
c. Total Payments	7,007.75	Add unpresented income	0.00
d. Profit / Loss on year to date (b-c)	2,459.16	Less unpresented cheques	0.00
e. Closing Balance (a+d)	24,892.36		24,892.36



Contact tel 03457 60 60 60  
see reverse for call times  
Text phone 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

## Your Statement

Ms g Burgess, Hints with  
Canwell Parish Council  
262 Penns Lane  
Sutton Coldfield  
West Midlands  
B76 1LQ



### Account Summary

Opening Balance	15,906.45
Payments In	0.41
Payments Out	0.00
Closing Balance	15,906.86

Interest Rate - Valid as at end date of the statement period  
0.05% AER

International Bank Account Number  
GB25HBUK40440233127265

Branch Identifier Code  
HBUKGB4158V

1 March to 31 March 2022

Account Name  
Hints With Canwell Parish Council

Sortcode      Account Number      Sheet Number  
40-44-02      33127265      244

### Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
28 Feb 22	BALANCE BROUGHT FORWARD			15,906.45
04 Mar 22	CR GROSS INTEREST TO 03MAR2022		0.41	15,906.86
31 Mar 22	BALANCE CARRIED FORWARD			15,906.86

### Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([www.hsbc.co.uk](http://www.hsbc.co.uk)).

## Your Statement

Ms g Burgess, Hints with  
Canwell Parish Council  
262 Penns Lane  
Sutton Coldfield  
West Midlands  
B76 1LQ



### Account Summary

Opening Balance	9,549.09
Payments In	0.00
Payments Out	563.59
Closing Balance	8,985.50

1 March to 31 March 2022

International Bank Account Number  
GB96HBUK40440220445274

Branch Identifier Code  
HBUKGB4158V

### Account Name

Hints With Canwell Parish Council

### Sortcode

40-44-02

### Account Number Sheet Number

20445274 501

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
28 Feb 22	<b>BALANCE BROUGHT FORWARD</b>			9,549.09
13 Mar 22	BP Gemma Burgess			
	Clerk Salary	292.42		
	BP GeoXsphere Ltd			
	41UD016-0004	45.00		
	BP Staffordshire Pari			
	SL-703	143.17		
	BP HMRC PAYE/NIC CUMB			
	120PX003081732212	66.60		9,001.90
14 Mar 22	DD 1&1 INTERNET LTD.	8.40		8,993.50
21 Mar 22	DR TOTAL CHARGES			
	TO 27FEB2022	8.00		8,985.50
31 Mar 22	<b>BALANCE CARRIED FORWARD</b>			8,985.50

### Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([www.hsbc.co.uk](http://www.hsbc.co.uk)).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not applied			Debit interest		21.34%



## Hints with Canwell Parish Council - Asset Register at 31st March 2022

					£3,857	£4,612	£2,863	
Item No.	Item	Location	Site area	Date acquired	Purchase price	Insured Value	Asset Value (For Accounts)	Notes
1	Canwell Field	South side of Slade Road, Canwell	1.4 acres approx	25/10/1990	£0	£0	£0	Title SF295213 <b>See Note 1 below</b>
2	Land including Quinney Hall	Junction of London Road/Slade Road, Canwell	0.6 acres approx	25/10/1990	£0	<b>See Note 3 below</b>	£0	Title SF295212 <b>See Note 2 below</b>
3	Noticeboard	Hints Village Hall	-	09/09/2014	£275	£0	£0	
4	Noticeboard	Quinney Hall	-	09/09/2014	£275	£0	£0	
5	Defibrillator	Wall of Hints Village Hall	-	10/11/2015	£400	£1,300	£400	
6	Defibrillator	Wall of Quinney Hall	-	17/02/2022	£895	£1,300	£895	
7	Defibrillator box	Wall of Hints Village Hall	-	17/12/2015	£540	£540	£540	
8	Defibrillator box	Wall of Quinney Hall	-	17/12/2015	£540	£540	£540	
9	Laptop PC Hewlett Packard 15 BA55SA	Bangley Lodge Farm B78	-	31/08/2016	£292	£292	£0	
10	Brother Printer DCP J4120D W	262 Penns Lane, B76 1LQ	-	31/08/2016	£66	£66	£0	
11	Motorola E6 Mobile Phone	262 Penns Lane, B76 1LQ		14/01/2020	£86	£86	£0	
12	Laptop PC HP255 G7	262 Penns Lane, B76 1LQ		13/11/2020	£488	£488	£488	

**NB** Any individual item purchased for less than £300 is deemed *de minimis* and with an asset value of Nil

### Notes

- Transferred to Council in 1990 by virtue of the Local Government (Property) (West Midlands) Order 1990 S.I. 1954 at nil consideration  
Title absolute registered to the Council 5 April 1991  
Asset value for local council accounting purposes is the historic cost
- Transferred to Council in 1990 by virtue of the Local Government (Property) (West Midlands) Order 1990 S.I. 1954 at nil consideration.  
Title absolute registered to the Council 5 April 1991. Approx 0.25 acres of this land is Leased to Quinney Hall Management Committee for 35 years from 20 October 1999 at a peppercorn rent. The Council is responsible for the structure of the Hall (walls and roof), and tenant for all other parts
- The asset value for local council accounting purposes is the historic cost

Ear Marked Reserves year ending 31<sup>st</sup> March 2022

Amount b/f from 2020/21	Description	Amount spent during 2021/22	New amount added in 2021/22	Proposed c/f to 2022/23
£400	Election Reserve	0	£400	£800
£10 300	Quinney Hall Maintenance Fund	0	£300	£10 600

# Hints with Canwell Parish Council - Receipts and Payments 1 April 2021 to 31st March 2022

## Payments

Date	Doc #	Type	Payee	Details	TOTAL Gross	VAT Element	Employee Costs	General Admin	Grounds Maint	Grants	Other
04/04/21		BACS	HMRC	M12 correction	0.20		0.20				
04/04/21	2122-001	BACS	HMRC	M1 deductions	55.00		55.00				
13/04/21	2122-002	BACS	Clerk	Salary & allowance March paid M1	246.62		246.62				
12/04/21	2122-003	DD	Ionos	Webhosting 24.03 - 24.04	6.00	1.00		5.00			
05/05/21	2122-005	BACS	BHIB	Insurance Renewal Premium	302.94			302.94			
12/05/21	2122-006	DD	Ionos	Webhosting 24.04 - 24.05	6.00	1.00		5.00			
11/05/21	2122-007	BACS	HMRC	M2 deductions	55.20		55.20				
11/05/21	2122-008	BACS	Clerk	Salary & allowance April paid M2	246.62		246.62				
30/08/21	2122-009	BACS	HMRC	M3 deductions	55.20		55.20				
10/09/21	2122-010	BACS	Clerk	Salary & allowance May paid M3	246.62		246.62				
10/09/21	2122-012	DD	Ionos	Webhosting 24.05 - 24.06	6.00	1.00		5.00			
23/04/2021	2122-011	bacs	Toplis Associates Ltd	Internal Audit 20-21	132.00	22.00		110.00			
06/07/21	2122-014	BACS	Vision ICT	Website Accessibility Statement	54.00	9.00		45.00			
25/08/2021	2122-013	DD	IONOS	Webhosting 24.06 - 24.07	6.00	1.00		5.00			
13/07/2021	2122-015	BACS	HMRC	M4 deductions	55.20		55.20				
13/07/2021	2122-016	BACS	Clerk	Salary & allowance June paid M4	246.62		246.62				
10/08/2021	2122-017	BACS	HMRC	M5 deductions	55.20		55.20				
10/08/2021	2122-018	BACS	Clerk	Salary & allowance July paid M5	246.62		246.62				
18/07/21	2122-019	BACS	Kinson Partners	Grass Cutting at Canwell Field - June (AD-HOC)	60.00	10.00			50.00		
11/08/21	2122-020	DD	IONOS	Webhosting 24.07 - 24.08	6.00	1.00		5.00			
10/07/21	2122-021	BACS	PCC Hints	Grant Funding *	500.00					500.00	
10/07/21	2122-022	BACS	PCC Canwell	Grant Funding *	325.00					325.00	
14/09/2021	2122-023	BACS	SJL	Canwell Field Mowing - July	92.20	15.37			76.83		
11/09/21	2122-024	DD	IONOS	Webhosting 24.08 - 24.09	6.00	1.00		5.00			
14/09/2021	2122-025	BACS	Vision ICT	Website hosting & Support Oct 21-Sep 22	150.00	25.00		125.00			
14/09/2021	2122-026	BACS	HMRC	M6 Deductions	55.00		55.00				
14/09/2021	2122-027	BACS	Clerk	Salary & allowance August paid M6	246.62		246.62				
11/10/2021	2122-030	DD	IONOS	Webhosting 24.09 - 24.10	8.21	1.37		6.84			
12/10/2021	2122-028	BACS	HMRC	M7 Deductions	55.20		55.20				
12/10/2021	2122-029	BACS	Clerk	Salary & allowance September paid M7	246.62		246.62				
09/11/2021	2122-031	BACS	Edge Business Systems	Webhosting hints-village.com	£84.00	£14.00		£70.00			
09/11/2021	2122-032	BACS	Clerk: Reimburse Kaspenky	Anti-virus annual subscription	£19.99	£3.33		£16.66			
24/10/2021	2122-033	DD	IONOS	Webhosting 24.10 - 24.11	£8.40	£1.40		£7.00			
09/11/2021	2122-034	BACS	HMRC	M8 Deductions	£55.20		£55.20				
09/11/2021	2122-035	BACS	Clerk	Salary & allowance October paid M8	246.62		246.62				
09/11/2021	2122-036	BACS	Clive Harrison	Hedge Cutting on Canwell Field	£144.00	£24.00			£120.00		
09/11/2021	2122-039	BACS	SJL	Grass cutting August	£92.20	£15.37			£76.83		
14/12/2021	2122-037	BACS	HMRC	M9 Deductions	£55.20		£55.20				
14/12/2021	2122-038	BACS	Clerk	Salary & allowance November paid M9	246.62		246.62				
23/11/2021	2122-040	DD	IONOS	Webhosting 24.11 - 24.12	£8.40	£1.40		£7.00			
23/12/2021	2122-041	DD	IONOS	Webhosting 24.12 - 24.01	8.40	1.40		7.00			
11/01/2022	2122-044	BACS	HMRC	M10 Deductions	55.20		55.20				
11/01/2022	2122-043	BACS	Clerk	Salary & allowance December paid M10	246.62		246.62				
21/01/2022	2122-042	BGC	HSBC	Bank charges to 31.12	8.00			8.00			
23/01/2022	2122-047	DD	IONOS	Webhosting 24.01 - 24.02	8.40	1.40		7.00			
08/02/2022	2122-045	BACS	HMRC	M11 Deductions	55.20		55.20				
08/02/2022	2122-046	BACS	Clerk	Salary & allowance January paid M11	246.62		246.62				
21/02/2022	2122-048	BGC	HSBC	Bank charges to 31.01	8.00			8.00			
17/02/2022	2122-049	BACS	Defib Warehouse	Replacement Defibrillator - Quinsey Hall	1,074.00	179.00					895.00
23/02/2022	2122-050	DD	IONOS	Webhosting 24.02 - 24.03	8.40	1.40		7.00			
08/03/2022	2122-051	BACS	Clerk	Salary & allowance February paid M12	292.42		292.42				
08/03/2022	2122-052	BACS	HMRC	M12 Deductions	66.60		66.60				
08/03/2022	2122-053	BACS	GeoXplore	Parish Online mapping	45.00	7.50		37.50			
08/03/2022	2122-054	BACS	SPCA	22-23 SPCA Subs	143.17			143.17			
21/03/2022	2122-055	BGC	HSBC	Bank charges to 27.02	8.00			8.00			
					7,007.75	238.94	3,678.04	946.11	323.66	625.00	895.00

Items marked \* are expenditure incurred under LGA 1972 s137



# Hints with Canwell Parish Council - Receipts and Payments 1 April 2021 to 31st March 2022

## Receipts

Date	Ref	Payee	Details	TOTAL	VAT Refund	Precept	Employee Costs	Grounds Maint	Bank Interest	Other
20/04/21	2122-004	LDC	Precept	£8,270.00		£8,270.00				
20/05/21		HMRC	Vat refund 20-21	£345.30	£345.30					
04/08/21		HSBC	Interest	£0.40					£0.40	
03/09/21		HSBC	Interest	£0.40					£0.40	
03/12/21		HSBC	Interest	£0.40					£0.40	
22/02/22		AVIVA	Insurance claim for defib less excess	£850.00						£850.00
04/03/22		HSBC	Interest	£0.41					£0.41	
				<b>£9,465.91</b>	<b>£345.30</b>	<b>£8,270.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1.61</b>	<b>£850.00</b>

Budget Out turn 21-22 as of 31.03.22

## EXPENDITURE

	21-22 Budget	End Q3	PREDICTED YEAR END	ACTUAL year end 21-22	22-23	notes
<b>Employee Costs</b>						
Salary & Allowance	£4,000.00	£2,716.38	£3,730.00	£3,679.04	£4,200.00	
SLCC SUBS	£0.00	-		£0.00	£0.00	
	<b>£4,000.00</b>	<b>£2,716.38</b>	<b>£3,730.00</b>	<b>£3,679.04</b>	<b>£4,200.00</b>	
<b>General Administration</b>						
Stationery/computer consumables	£100.00	£0.00	£20.00	£0.00	£100.00	
Digital Mapping	£40.00	£0.00	£40.00	£37.50	£40.00	
Memberships	£150.00	£0.00	£150.00	£143.17	£150.00	
Insurance	£350.00	£302.94	£302.94	£302.94	£350.00	
Bank Charges	-	-	£16.00	£24.00	£96.00	
Internal Audit	£120.00	£110.00	£110.00	£110.00	£120.00	
Professional Fees	£500.00	£0.00	£0.00	£45.00	£500.00	
Webhosting	£200.00	£252.84	£273.84	£266.84	£300.00	
PAYG clerk mobile phone	£10.00	£0.00	£10.00	£0.00	£10.00	
Hall Bookings	£100.00	£0.00	£0.00	£0.00	£100.00	
Defibrillator	£80.00	£0.00	£0.00	£895.00	£80.00	£45 new defib difference
Election costs	£400.00	£0.00	£400.00	£400.00	£400.00	<i>accrual</i>
Software/Hardware	£100.00	£61.66	£70.00	£16.66	£100.00	
<b>TOTAL</b>	<b>£2,150.00</b>	<b>£727.44</b>	<b>£1,392.78</b>	<b>£2,241.11</b>	<b>£2,346.00</b>	
<b>Grounds Maintenance</b>						
mowing	£700.00	£203.66	£203.66	£203.66	£700.00	hedge cutting, slow painted signs in
General Maintenance	£500.00	£120.00	£320.00	£120.00	£500.00	21-22, general maintenance
Quinney Hall maintenance fund	£300.00	£0.00	£300.00	£300.00	£300.00	<i>accrual</i>
	<b>£1,500.00</b>	<b>£323.66</b>	<b>£823.66</b>	<b>£623.66</b>	<b>£1,500.00</b>	
<b>Grants/Donations</b>						
S137	£800.00	£825.00	£825.00	£825.00	£800.00	

net zero - spend on VAT balanced by

VAT	£0.00	£149.64	£338.94	£0.00	VAT reclaim
contingency	£500.00	£0.00	£0.00	£500.00	
<b>PAYMENTS</b>	<b>£8,950.00</b>	<b>£4,592.48</b>	<b>£6,921.08</b>	<b>£7,007.75</b>	<b>£9,346.00</b>
<b>EMR ACCRUAL</b>				<b>£700.00</b>	

## INCOME

INCOME from Footsteps	£0.00	£0.00	£0.00	£0.00	to consider not requesting as field
INCOME from precept		£8,270.00	£8,270.00	9000	£0.00 not mowed adequately in 21-22
INCOME from insurance claim		£345.30	£850.00	0	
VAT		£1.60	£345.30	£2.00	
Interest from Bank Accounts		£8,616.90	£9,466.91	£9,002.00	
from reserves	<b>£8,270.00</b>	<b>£1,695.82</b>	<b>£2,459.16</b>	<b>-£344.00</b>	financed from reserves
	<b>£680.00 Profit</b>				

## RECEIPTS

	19-20	20-21	21-22 predicted	21-22 ACTUAL	22-23 predicted
Bank Balances			£2,328.60		-£344.00 additional spend to year end
Current		£6,527.95	£10,409.53	8,985.50	£8,080.93
Reserve		£15,905.25	15,906.45	15,906.86	15,906.45
<b>TOTAL</b>	<b>£19,981.13</b>	<b>£22,433.20</b>	<b>£23,987.38</b>	<b>£24,892.36</b>	<b>£23,643.38</b>

## Earmarked Reserves at 31.03

Quinney Hall Maintenance Fund	19-20	20-21	21-22 PRED	21-22 ACTUAL	22-23
Election costs	£10,300.00	£10,300.00	£10,600.00	£10,600.00	£10,900.00
<b>TOTAL EARMARKED RESERVES</b>	<b>£400.00</b>	<b>£400.00</b>	<b>£800.00</b>	<b>£800.00</b>	<b>£1,200.00</b>
<b>TOTAL GENERAL FUND</b>	<b>£10,700.00</b>	<b>£10,700.00</b>	<b>£11,400.00</b>	<b>£11,400.00</b>	<b>£12,100.00</b>
	<b>£9,281.13</b>	<b>£11,733.20</b>	<b>£12,587.38</b>	<b>£13,492.36</b>	<b>£11,543.38</b>