

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

DOCKING 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 2021, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

06/05/21

and recorded as minute reference:

MAY 11.3

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

Chairman

William Full

Clerk

Deborah

<https://docking-parish-council.norfolkparishes.gov.uk/>

SITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

DOCKING PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	12,836	16,632	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	13,390	13,978	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,868	18,442	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	3,600	8,210	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	8,862	17,572	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	16,632	23,183	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	16,632	23,183	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	49,232	57,292	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	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 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

[Signature]

Date

01/04/21

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

06/05/21

as recorded in minute reference:

min 11.4

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

[Signature]

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority:

Docking Parish Council

County area (local councils and parish meetings only):

Norfolk

Financial year ending 31 March 2021

Prepared by (Name and Role):

Clerk / RFO

Date:

01/04/2021

Balance per bank statements as at 31/3/21:

Current Account
Savings Account
CIL Account

£

£

668.0

15,000.0

7,515.0

23,183

Petty cash float (if applicable)

-

Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)

0.00

Add: any un-banked cash as at 31/3/21

-

Net balances as at 31/3/21 (Box 8)

23,183

Explanation of variances – pro forma

Name of smaller authority: **Docking Parish Council**
County area (local councils and Kings Lynn and West Norfolk)

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

Next, please provide full explanations, including numerical values, for the following that will be flagged in the

green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	12,836	16,632					
2 Precept or Rates and Levies	13,390	13,891	501	3.74%	NO		
3 Total Other Receipts	2,868	18,442	15,574	543.03%	YES		Receipts in 2021 were higher than 19/20 and the variance is driven by the following drivers: £8.7k increased CL income received during the year, due to increased building in the Parish £1.4k additional VAT reclaimed due to increased payments £1.9k NCC Partnership Scheme received with none applied for 19/20 £1.6k NCC receipt for cutting grass verges around the Parish £1k COVID-19 Grant received £1k made of increase of precept. Allotment rent being increased, a donation and bursaries being received
4 Staff Costs	3,600	8,210	4,610	128.06%	YES		The Clerk/RFO hours were increased during the year and an annual payrise
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	8,882	17,572	8,710	98.28%	YES		The main drivers that contributed to the variance in payments were: £4.2k for new village gateways being erected on two of the roads entering Docking £3.8k for a SAM2 machine and 4 posts to hold the machine £0.8k of training for Clerk and Councillors
7 Balances Carried Forward	16,632	23,183			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	16,632	23,183				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	49,232	57,292	8,060	16.37%	YES		New assets purchased during the year: £3.8k SAM2 and posts £4.2k Village gateways £0.1k Christmas lights
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable