

# Stoke St Mary Parish Council

## Notes to Annual Return for Financial Year Ending 31 March 2023

### 1 INTRODUCTION

This note is intended to provide background and further information to the Annual Return for 2022-23 for the Stoke St Mary Parish in Somerset. For this accounting period the Parish fell within the jurisdiction of Somerset West and Taunton Council (SWT).

#### 1.1 EXTERNAL AUDIT RESULTS

Nothing to report

#### 1.2 PROCESS FOR 2022-23

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##### 1.2.1 *Overview*

The audit requirements are similar to previous years and are categorised into three levels of requirements:

- I. Authorities no income or expenditure for the year
- II. Authorities with both income and expenditure of less than £25,000 each
- III. All other Authorities

As Stoke St Mary Parish Council falls into II. above, there is no requirement for an external audit. However, the accounts do have to be discussed and adopted at a Parish Council Meeting, as well as being published on a public website.

##### 1.2.2 *Requirements for Authorities in II above*

Smaller authorities must carry out a review of the effectiveness of the system of internal controls and prepare the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return (AGAR) Part 2). At the approvals meeting, following the review, the authority must:

- Consider the findings of the review by the members of the meeting as a whole, and
- Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements

The Annual Governance Statement must be approved prior to the Accounting Statements, either at separate meetings or in the same meeting but with the correct order of business on the agenda and this must be evidenced by the meeting minute references and/or dates.

The Responsible Finance Officer (RFO) must sign and date 'Section 2 - Accounting statements 2022/23' of the AGAR Part 2, before they are presented to the authority for approval. At the approval meeting, following approval of the Annual Governance Statement, the authority must, in the following order;  
Consider the Accounting Statements by the members of the meeting as a whole,  
Approve the Accounting Statements by resolution, and  
Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.

The correct order of business must be reflected on the agenda and evidenced by meeting minute references and/or dates.

## **2 NOTES FOR YEAR ENDING 31 MARCH 2023**

### **2.1 General**

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The post of Responsible Finance Officer (RFO) was gapped from October 2021 due to ill health. A caretaker RFO was in place from May 2022 until October 2022, when a new RFO was appointed.

Due to the absence of an RFO in 2021/22, some expenditure that belonged in Financial Year 2021/22 was carried forward to 2022/23, resulting in higher than expected expenditure shown in 2022/23.

### **2.2 Precept**

The 2022/23 Precept of £4,600 was received on 20th April 2022.

### **2.3 Fixed Assets**

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No changes have been made to the Fixed Asset Register in 2022/23 (section 3 below).

## 2.4 Bank Accounts

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The movements in the Parish Council Bank accounts are in Section 4. The balances at the end of 2022/23 are:

Current Account	£ 1707.62
Deposit Account	<u>£ 7795.69</u>
<b>TOTAL</b>	<b>£ 9503.31</b>

The total balances held in the accounts is lower than last year as some expenditure from 2021/22 was held over to 2022/23.

The total balances held in the accounts is now below 2 times the Precept (compared to 2021/22 when it was above 2 times the Precept).

## 2.5 Annual Internal Audit

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As in previous years, the annual internal auditor is John Pugh, and the Parish Council would like to pass on their thanks to him.

### 3. FIXED ASSET REGISTER

Asset	Purchase Price (historic cost) £	Notes
Millennium Stone	3,000	
3 Timber Seats	373	
Timber bus shelter	364	
Notice board	464	2008
Notice board	817	2009
Telephone Box	1	2008
2 x Grit bins	356	2011
Haydon Road sign	65	2013
Play area land	1,000	Nominal Value
Village Signs	326	
Defibrillator	2,266	Installed in 2018/19
Play frame	4,200	Retained as part of play park refurbishment
Hip Hop	2,960	Purchased 2014 part of play park refurbishment
Combination swings (metal)	1,370	Purchased 2014 part of play park refurbishment
Pod swing (metal)	2,650	Purchased 2014 part of play park refurbishment
Horse Springer	375	Purchased 2014 part of play park refurbishment
Spring SeeSaw	735	Purchased 2014 part of play park refurbishment
Vivarea multiplay unit	4,185	Purchased 2014 part of play park refurbishment
EnviroSMART grass matting	4,147	Purchased 2014 part of play park refurbishment
<b>TOTAL</b>	<b>29,654</b>	

No Depreciation has been applied to the above Fixed Assets i.a.w. NALC guidance

#### 4.1 Bank Reconciliation - pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed 'Year ending 31 March xx' in Section 2 of the AGAR - and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:	Stoke St Mary Parish Council	
County area (local councils and parish meetings only)	Taunton Deane	
<b>Financial Year ending 31 March 2023</b>		
Prepared by (name and role)	Sarah Fisher - RFO	
Date:	22 <sup>nd</sup> April 2023	
	£	£
<b>Balance per bank statements as at 31/03/2023:</b>		
Current Account	1707.62	
Deposit Account	7795.69	
		9503.31
Petty Cash float (if applicable)		0
Less: any unpresented cheques as at 31/03/2023 (enter as negative numbers)	None	0
Add: any un-banked cash as at 31/03/2023	None	0
		<b>9503.31</b>