

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Kenwyn 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 2024, that

	Approved		Who?	Has the Trustee read this authority prepared its accounting statements in accordance with the Accounts and Audit Regulations?
	Yes	No		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		considered and documented the financial and other risks it faces and dealt with them properly
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		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.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		responded to matters brought to its attention by internal and external audit.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
9. (For local councils only) Trust funds including charities. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the funds/trustees, including financial reporting and, if required, independent examination of audit.	Yes	No	NA	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*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:

24.07.2024

and recorded as minute reference:

104/2024

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

Chair

Clerk

Carole Davies

www.kenwynparishcouncil.gov.uk

Section 2 – Accounting Statements 2023/24 for

Kenwyn Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	534,242	580,046	Please audit all figures to residual £1. Do not leave any boxes blank and report £0 for nil balances. All figures are subject to audit only, financial records. 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	170,220	170,220	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	73,731	79,771	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	62,204	47,674	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	135,943	98,809	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	580,046	683,554	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	577,638	665,749	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	0	0	The value of all the property the authority owns – if 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 PVLE).

For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)		<input checked="" type="checkbox"/>	
11b. Disclosure note re Trust funds (including charitable)		<input type="checkbox"/>	<input checked="" type="checkbox"/>

I certify that for the year ended 31 March 2024 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

L. Laverdier
29.07.2024

Date

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

29.07.2024

as recorded in minute reference:

104/2024

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

[Signature]

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

EN Kenwyn Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

See Continuation Sheet

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

See Continuation Sheet

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

BDO LLP - Southampton EXTERNAL AUDITOR

External Auditor Signature

DocuSigned by:
James Evans

SIGNATURE REQUIRED

Date

17 September 2024 Y



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Continuation sheet for Section 3 - External Auditor's Report and Certificate 2023/24 in respect of

Kenwyn Parish Council

External auditor report 2023/24

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Smaller authority's reserves appear excessive as after accounting for the earmarked reserves, general reserves appear significantly higher than the Precept. A smaller authority has no specific right to accumulate funds via the precept .

The smaller authority should ensure that it has regard to the level of reserves held when considering future precept requests. Any earmarked reserves should be considered and formally approved by the smaller authority.

The smaller authority have answered No to the assertions in the Annual Governance Statement. However the smaller authority has not complied with proper practices and published an explanation for these No answers on its website. Any No answers must be explained and published along with the completed AGAR.

The smaller authority have not stated a figure in Box 9 Fixed Assets for both the current and prior years. The authority must ensure Box 9 is correctly answered and agrees to accounting records. The authority should restate this figure in the following year to show the correct Fixed Assets balance for 2023/24.

The smaller authority has not provided an adequate explanation for the variance between the prior and current year values in Box 4 and Box 6 of Section 2

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with governance assertion in Section 1, Box 1 as it failed to approve the AGAR before 1 July in accordance with the Accounts and Audit Regulations 2015 but it has provided the appointed auditor with an adequate explanation for non-compliance.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2024/25 for the exercise of public rights, since the period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2024/25 and ensure that it makes proper provision for the exercise of public rights during 2025/26.

The smaller authority has confirmed that it has not complied with Section 1, Assertion 6, to maintain an adequate and effective system of internal audit throughout the year. The smaller authority have not:

- *evidenced the internal auditor being approved for appointment/ reappointment in a meeting or considered the internal auditor's independence;*





- *provided an engagement letter scoping the internal audit and is therefore unable to evidence that it has considered the adequacy or the work undertaken by the internal auditor;*
 - *minuted their annual review of the effectiveness of the internal audit arrangements.*
- The Internal Auditor must provide a report explaining their findings and explanations if any of the objectives are answered as 'No'. The smaller authority have not provided a report or an explanation for the 'No' answers in the internal audit report. The smaller authority should look to ensure they receive an explanation from the Internal Auditor and ensure they provide it to the External Auditor if necessary.*
- The smaller authority did not provide the correct bank statements to support the bank reconciliation.*