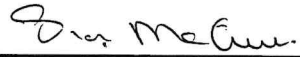


Great Wyrley Parish Council

Documentation to Accompany AGAR 2022/2023

- Bank Reconciliation (14 pages)
- Explanation of Variances (1page)
- Reconciliation between box 7 and 8 and Adjustment Report
(2 pages)
- Contact Details (1page)
- Exercise of Public Rights (2 pages)
- No recommendations made by external auditor in 2021/2022
- Internal auditor report for 2022/2023 (3 pages)

Great Wyrley Parish Council



Name and Role (Clerk/RFO etc)

Date: 03-05-23

Approved by:



Name and Role (RFO/Chair of Finance etc)

Date: 03-05-23

	Bank Reconciliation at 31/03/2023		
	Cash in Hand 01/04/2022		113,288.38
	ADD Receipts 01/04/2022 - 31/03/2023		238,157.27
			351,445.65
	SUBTRACT Payments 01/04/2022 - 31/03/2023		228,889.11
A	Cash in Hand 31/03/2023 (per Cash Book)		122,556.54
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2023	30.95
	Pay Rec'd from Receipt Book	31/03/2023	0.00
	Capital	31/03/2023	10,041.30
	Current Account	31/03/2023	112,579.29
			122,651.54
	Less unrepresented payments		95.00
			122,556.54
	Plus unrepresented receipts		
B	Adjusted Bank Balance		122,556.54
	A = B Checks out OK		

Great Wyrley Parish Council

Prepared by: Debra May - Parish Administrator Date: 03-04-2023.

	Bank Reconciliation at 31/03/2023		
	Cash in Hand 01/04/2022		113,288.38
	ADD		
	Receipts 01/04/2022 - 31/03/2023		238,157.27
			351,445.65
	SUBTRACT		
	Payments 01/04/2022 - 31/03/2023		228,889.11
A	Cash in Hand 31/03/2023 (per Cash Book)		122,556.54
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2023	30.95
	Pay Rec'd from Receipt Book	31/03/2023	0.00
	Capital	31/03/2023	10,041.30
	Current Account	31/03/2023	112,579.29
			122,651.54
	Less unrepresented payments		95.00
			122,556.54
	Plus unrepresented receipts		
B	Adjusted Bank Balance		122,556.54
	A = B Checks out OK		

Great Wyrley Parish Council
Un-cashed Payments List for Current Account

Voucher	Date	Minute	Bank	Cheque No	Description	Supplier	Net	VAT	Total
220	07/09/2022		Current Account	13251	Bond Refund	Mrs Pereira	50.00		50.00
320	07/12/2022		Current Account	13293	Bond Refund	R Smith	45.00		45.00
Total							95.00		95.00

Great Wyrley Parish Council

Transactions for Petty Cash

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			24.44	
60835	06/07/2022		Transfer from Current Account		50.00	74.44	
148	08/07/2022	2930	Catering	Tesco Express	-2.20	72.24	
149	08/07/2022	2931	Catering	COOP	-1.20	71.04	
150	08/07/2022	2932	Catering	COOP	-1.70	69.34	
151	29/07/2022	2933	Keys Cut	Chase Multi Servic	-15.00	54.34	
152	29/07/2022	2934	Catering	Poundland	-6.00	48.34	
153	29/07/2022	2935	Catering	Spar	-1.69	46.65	
154	29/07/2022	2936	Catering	Spar	-1.29	45.36	
194	01/08/2022	2937	Catering	Sainsburys	-5.00	40.36	
232	31/08/2022	2938	Cif	COOP	-3.00	37.36	
233	31/08/2022	2939	Catering	COOP	-1.80	35.56	
252	30/09/2022	2940	Catering	Sainsburys	-10.45	25.11	
342	30/11/2022	2941	A3 laminating Pouches	Miss D May	-10.21	14.90	
64489	09/12/2022		Transfer from Current Account		50.00	64.90	
366	30/12/2022	2942	Catering	Sainsburys	-12.40	52.50	
367	30/12/2022	2943	Catering	COOP	-11.80	40.70	
421	31/01/2023	2944	Catering	Spar	-3.85	36.85	
448	31/03/2023	2945	Catering	COOP	-5.90	30.95	
			CLOSING BALANCE			30.95	

PETTY CASH.

DATE	ITEM	RET	AMOUNT	NO. N ^o	WHO DATE of Recd.	ISSUED BY Scribe.	TOTAL.
31-01-23.	LD-10		3 85	421	O.	DM 9/11/23.	3 85.
			36 85				
31-03-23.			5 90	448	me.	DM 3/18/23.	5 90.
			20 95				

APRIL 2023

April 2021

DATE

Bkwd.
08-09-21

44 43
6. 89
37 54

DATE ITEM REF AMOUNT

18-08-21 Hoover Bkacs 2927
08-09-21 Milk From Bank 2928

6 00
89
Total 6 89

Bkwd.

13 10
24 44

01-12-21 Tea, GfHe, Sugar 2928

13 10
348

Bkwd.
08-01-22

24 44
50 00
5 10
69-34

ARRIL

2022

Milk Date for Refert.

14-06-22 Milk 2930
28-06-22 Milk 2931
08-01-22 Milk 2932

Nov 1/1
148
149
150
Nov Date
Date of Recd
08-01-22
08-01-22
08-01-22
Input
Info Scribe
04 15 11 22
04 15 11 22
04 15 11 22

5-10

Bkwd
28-07-22

69-34
23 98
45 36

14-07-22 Kets-Cr 2933
15-01-22 Refrshments 2934
20-07-22 Milk 2935
21-07-22 Milk 2936

23 98

Bkwd
01-08-22

45 36
5-00
40-36

28-07-22 Coffee 2937

5 00

Bkwd
31-08-22

40-36
4-80
35-56

19-08-22 C,EX2 2938
20-08-22 Milk 2939

4 80

Bkwd
20-09-22

35-56
10-45
25-11

16-09-22 Tea GfHe, Sugar 2940

10 45

Bkwd.

25-11
10 21
14 90

06-11-22 A3 Laminating Paster 2941

10 21

Bkwd
Money from Bank 07-12-22

14-90
50-00
24 20
40-70

06-12-22 Refrshments 2942
16-12-22 Milk Coffee, Ice Cream 2943

24 20

DATE	ITEM	REF	AMOUNT	Nov 1/1	Nov Date	Date of Recd	Input	Info Scribe	Total
08-09-21	Hoover Bkacs	2927	6 00		08-01-22	08-01-22	04 15 11 22	04 15 11 22	6 89
08-09-21	Milk From Bank	2928	89						
01-12-21	Tea, GfHe, Sugar	2928	13 10						13 10
08-01-22				148	08-01-22	08-01-22	04 15 11 22	04 15 11 22	
08-01-22				149	08-01-22	08-01-22	04 15 11 22	04 15 11 22	
08-01-22				150	08-01-22	08-01-22	04 15 11 22	04 15 11 22	
28-07-22	Kets-Cr	2933	15 00	151	29-07-22	29-07-22	04 23 11 22	04 23 11 22	
15-01-22	Refrshments	2934	6 00	152	29-07-22	29-07-22	04 23 11 22	04 23 11 22	
20-07-22	Milk	2935	1 69	153	29-07-22	29-07-22	04 23 11 22	04 23 11 22	
21-07-22	Milk	2936	1 29	154	29-07-22	29-07-22	04 23 11 22	04 23 11 22	
28-07-22	Coffee	2937	5 00	194	01 18 12	01 18 12	04 1 18 11 22	04 1 18 11 22	5 00
19-08-22	C,EX2	2938	3 00	232	3 11 8 12	3 11 8 12	04 2 31 9 12	04 2 31 9 12	
20-08-22	Milk	2939	1 80	233	3 11 8 12	3 11 8 12	04 2 31 9 12	04 2 31 9 12	
16-09-22	Tea GfHe, Sugar	2940	10 45	252	30 19 12	30 19 12	04 30 14 12	04 30 14 12	
06-11-22	A3 Laminating Paster	2941	10 21	342	3 11 12 22	3 11 12 22	04 3 11 12 22	04 3 11 12 22	
06-12-22	Refrshments	2942	12 40	366	3 12 12 22	3 12 12 22	04 3 11 12 23	04 3 11 12 23	
16-12-22	Milk Coffee, Ice Cream	2943	11 80	367	3 12 12 22	3 12 12 22	04 3 11 12 23	04 3 11 12 23	

Great Wyrley Parish Council
RECONCILIATION - Capital

From Accounts	£10,041.30
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£10,041.30

Account name or alias GWPC - CAPITAL	Account number 94947449	Sort code 52-21-00	Account currency GBP
Debit or credit Any	Current cleared balance 10041.30		

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

The interest rate is 1.00% gross 1.00% AER.
This is based on the balance of 31st of March 2023.

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					10,041.30
31-Mar-2023	INT	31MAR GRS 94947449		8.52	10,041.30
28-Feb-2023	INT	28FEB GRS 94947449		6.92	10,032.78
31-Jan-2023	INT	31JAN GRS 94947449		7.03	10,025.86
Opening balance					10,018.83
Totals			0.00	22.47	

Great Wyrley Parish Council
RECONCILIATION - Current Account

From Accounts	£112,484.29
Payments not cashed Add	£95.00
Receipts not entered Subtract	
<hr/>	
Statement should be	£112,579.29



Current Account



00546385
00462 01

Branch details
Cannock Branch
22 Market Place
Cannock
Staffs
WS11 1BU

I34600/00546385/I 522100/00462

THE CLERK
GREAT WYRLEY PARISH COUNCIL
COMMUNITY CTR, LANDYWOOD LANE
GREAT WYRLEY
WALSALL
WS6 6JX

For Bank use

Account Number 08414947
Branch sort code 52-21-00
National Westminster Bank Plc

Summary 3 Mar 2023 to 31 Mar 2023
Sheets 330 to 332

Previous balance	50.00
Withdrawn	14,534.94
Paid in	14,534.94
New balance	50.00

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). An FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

$$+ £112,529.29 = £112,579.29$$

Your Statements are changing.
Look out for your new style statement soon.

If you have changed your address or telephone number,
Please let us know

GREAT WYRLEY PARISH COUNCIL
BIC NMBK GB 2L
IBAN GB23 NMBK 5221 0008 4149 47

Account name or alias GWPC - RESERVE A/C
Account number 08413150
Sort code 52-21-00
Account currency GBP

Debit or credit Any
Current cleared balance 112529.29

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

The interest rate is 1.00% gross 1.00% AER. This is based on the balance of 31st of March 2023.

For Scribe purposes Current + Reserve Acc. treated as ONE Account.

Date	Type	Transaction details	Debit	Credit	Balance
		+ £50.00 From Current Account =			50.00.
		Closing balance			112,529.29
					112,579.29
31-Mar-2023		FROM 08414947		117.57	112,529.29
31-Mar-2023	INT	31MAR GRS 08413150		99.23	112,411.72
30-Mar-2023		FROM 08414947		1,226.00	112,312.49
24-Mar-2023		FROM 08414947		61.00	111,086.49
21-Mar-2023		FROM 08414947		150.32	111,025.49
20-Mar-2023		TO 08414947	-138.05		110,875.17
17-Mar-2023		TO 08414947	-7,708.82		111,013.22
16-Mar-2023		TO 08414947	-120.29		118,722.04
15-Mar-2023		TO 08414947	-120.35		118,842.33
14-Mar-2023		TO 08414947	-798.34		118,962.68
13-Mar-2023		TO 08414947	-947.11		119,761.02
08-Mar-2023		TO 08414947	-2,390.98		120,708.13
07-Mar-2023		FROM 08414947		18.61	123,099.11
06-Mar-2023		FROM 08414947		27.67	123,080.50
03-Mar-2023		TO 08414947	-620.00		123,052.83
01-Mar-2023		FROM 08414947		215.00	123,672.83
28-Feb-2023		FROM 08414947		565.28	123,457.83
28-Feb-2023	INT	28FEB GRS 08413150		89.04	122,892.55
		Opening balance			122,803.51
		Totals	-12,843.94	2,569.72	



Business Reserve Account

00546383
00462 01

Branch details
Cannock Branch
22 Market Place
Cannock
Staffs
WS11 1BU

I34600/00546383/I 522100/00462



THE CLERK
GREAT WYRLEY PARISH COUNCIL
COMMUNITY CTR, LANDYWOOD LANE
GREAT WYRLEY
WALSALL
WS6 6JX

For Bank use

Account Number 08413150
Branch sort code 52-21-00
National Westminster Bank Plc

Summary 3 Mar 2023 to 31 Mar 2023
Sheet 362

Previous balance	123,672.83
Withdrawn	12,843.94
Paid in	1,700.40
New balance	112,529.29

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). An FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.fscs.org.uk

+ 50.00 = £112,579.29

Interest rate: 1.00% Gross / 1.00% AER

If you have changed your address or telephone number, please let us know

GREAT WYRLEY PARISH COUNCIL BIC NWBK GB 2L
BUSINESS RESERVE IBAN GB42 NWBK 5221 0008 4131 50

Account name or alias GWPC - CURRENT	Account number 08414947	Sort code 52-21-00	Account currency GBP
Debit or credit Any	Current cleared balance -338.15	For Scribe purposes Current & Reserve Account treated as One Acct	

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
		+ £ 112529.29 = 112579.29. from Reserve.			Closing balance 50.00
31-Mar-2023		TO 08413150	-117.57		50.00
31-Mar-2023	CHG	03MAR A/C 08414947	-28.43		167.57
30-Mar-2023		TO 08413150	-1,226.00		196.00
30-Mar-2023	BGC	103845 522100		1,372.00	1,422.00
24-Mar-2023		TO 08413150	-61.00		50.00
24-Mar-2023	BAC	SELLMAN A J LTD, INV-83, FP 24/03/23 0811, 448831011180423001		61.00	111.00
21-Mar-2023		TO 08413150	-150.32		50.00
21-Mar-2023	D/D	IRIS BUSINESS SOFT, IBSL-60691-12	-17.68		200.32
21-Mar-2023	BAC	TAMWORTH COOP PAY		168.00	218.00
20-Mar-2023	D/D	BDR VOICE DATA SOL, CYG13706	-138.05		50.00
20-Mar-2023		FROM 08413150		138.05	188.05
17-Mar-2023	EBP	AUTOPAY, GREAT WYRLEY PC, FP //	-7,708.82		50.00
17-Mar-2023		FROM 08413150		7,708.82	7,758.82
16-Mar-2023	D/D	ATOS RE FUELGENIE, 63562950048629	-120.29		50.00
16-Mar-2023		FROM 08413150		120.29	170.29
15-Mar-2023	POS	3261 14MAR23, HOLLYBUSH GARDEN, CENTR, SHARESHILL WV GB	-96.00		50.00
15-Mar-2023	BLN	BANKLINE	-24.35		146.00
15-Mar-2023		FROM 08413150		120.35	170.35
14-Mar-2023	CHQ	013331	-141.74		50.00
14-Mar-2023	CHQ	013329	-656.60		191.74
14-Mar-2023		FROM 08413150		798.34	848.34
13-Mar-2023	D/D	KINEX, 994943	-7.40		50.00
13-Mar-2023	D/D	CROWN GAS & POWER, L010417	-496.41		57.40
13-Mar-2023	EBP	SCREWFIX DIRECT LI, GWPC, FP 13/03/23 40, 46013335487081000N	-305.53		553.81
13-Mar-2023	EBP	TB TECHNOLOGY LIM, GWPC, FP 13/03/23 40, 42013337628455000N	-137.77		859.34
13-Mar-2023		FROM 08413150		947.11	997.11

08-Mar-2023	D/D	YU ENERGY, 2000088305001	-178.95	50.00
08-Mar-2023	CHQ	013332	-123.76	228.95
08-Mar-2023	CHQ	013328	-2,088.27	352.71
08-Mar-2023		FROM 08413150		2,390.98
07-Mar-2023		TO 08413150	-18.61	50.00
07-Mar-2023	CHQ	013333	-11.39	68.61
07-Mar-2023	BAC	SELLMAN A J LTD, INV-81, FP 07/03/23 0809, 017131309080703001		30.00
06-Mar-2023		TO 08413150	-27.67	50.00
06-Mar-2023	CHQ	013334	-32.33	77.67
06-Mar-2023	BAC	A WALSH FUNE, WALSH FUNERALS MEM, FP 06/03/23 0948, 867147048490603001		60.00
03-Mar-2023	CHQ	013330	-620.00	50.00
03-Mar-2023		FROM 08413150		620.00
01-Mar-2023		TO 08413150	-215.00	50.00
01-Mar-2023	BAC	H FAIRBAIRN, INVOICE NUMBER 82, FP 28 /02/23 1939, 400000001093868306		155.00
28-Feb-2023		TO 08413150	-565.28	110.00
28-Feb-2023	CHG	03FEB A/C 08414947	-29.72	675.28
28-Feb-2023	BGC	103844 522100		655.00
Opening balance				50.00
Totals			-15,344.94	15,344.94

Great Wyrley Parish Council
ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	31/03/2022 £	31/03/2023 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought fwd	99944.00	117891.50				BALANCE B/F AGREES
2	Annual precept	187100.00	196361.00	9261.00	5%	No	
3	Total other receipts	49341.48	36014.72	-13326.76	27%	Yes	Extraordinary hire rental received in April 2021 to March 2022 due to community centre used as a COVID Clinic. This ceased on 31st March 2022. Monetary example: Clinic hire 1st March to 31 March 2022 = £3100.00. April and May 2022 Hire = £ 462.00. Hire revenue gradually increasing as groups and hires return.
4	Staff Costs	141842.76	138910.45	-2932.31	2%	No	
5	Loan interest/capital repayments	0.00	0.00	0.00	0%	No	
6	Total other payments	76651.22	83118.55	6467.33	8%	No	
7	Balances carried forward	117891.50	128238.22	10346.72	9%	No	
8	Total Cash and Short Term Investments	113288.38	122556.54	9268.16	8%	No	
9	Total Fixed Assets and Long Term Investments	1672229.50	1674568.66	2339.16	0%	No	Voucher 5 - Purchase of tools £249.16 Voucher 37 - Purchase of new cutting deck £2090.00
10	Total Borrowings	0.00	0.00	0.00	0%	No	

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

**Great Wyrley Parish Council
Reconciliation between Box 7 and Box 8**

31/03/2023

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

	<i>Amount</i>	<i>Amount</i>
Box 7 - Balances carried forward		128,238.22
Debtors		
Prepayments	3,658.67	
Stocks and Stores		
VAT Recoverable	6,558.53	
TOTAL DEDUCTIONS		10,217.20
Creditors	4,535.52	
Receipts in Advance		
Doubtful Debts		
TOTAL ADDITIONS		4,535.52
Box 8 - Total cash and short term investments		122,556.54

Great Wyrley Parish Council
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2023

Accruals - Increase Expenditure

	<u>Code</u>	
Auto Enrolment	Salaries All Departments	14.00
Telephones	Telephones	115.00
Electricity	Utilities	7.00
Gas	Utilities	400.00
Electricity	Utilities	230.00
March Container	Refuse	60.00
Bank Charges	Banking	25.00
Fuel	Fuel	40.00
Bank Charges	Banking	20.00
		£911.00

Creditors - Increase Expenditure

	<u>Code</u>	
Salaries	Salaries All Departments	2,026.36
Pension Contributions	Salaries All Departments	656.60
Broadband	Broadband	26.94
Supplies	Stationery	137.02
Bond Refund Event 11/03/23	Room Hire	100.00
Bond Refund - Event 12/03/23	Room Hire	50.00
Bond Refund - Event 25/03/23	Room Hire	50.00
Bulb	Maintenance	14.90
Bulb	Maintenance	19.15
Cutting Discs	Tools	7.92
Bolt	Materials	3.96
Mobile Charges	Mobile Phone	7.05
118.12	Refuse	118.12
Repair fault	Security	350.00
New Tyre for Ride On	Machinery	56.50
		£3,624.52

Prepayments - Decrease Expenditure

	<u>Code</u>	
Insurance	Insurance Renewal	3,658.67
		£3,658.67

Attachment 2

Local Council name: **Great Wyrley Parish Council**

Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

Clerk's name: Mrs Siân McGlue	RFO's name (if not clerk): -	Chair's name: Cllr. John. C. Jones
Clerk working hours (e.g. Mon-Fri 9-5pm): 9:30am – 5pm Monday, Tuesday, Thursday and Friday	RFO working hours e.g. Mon-Fri 9-5pm): -	
Parish Council registered address: Great Wyrley Parish Council Great Wyrley Community Centre Landywood Lane Great Wyrley WS6 6JX	Parish Council registered address: -	Chair contact postal and email address: Cllr Mr J Jones c/o Great Wyrley Community Centre Landywood Lane Great Wyrley WS6 6JX Email: johncjones1947@gmail.com
Telephone: Primary contact number: 01922 414768 Mobile/Alternative number: 01922 413222	Telephone: Primary contact number: Mobile/Alternative number: 	Telephone: Primary contact number: 01922 413198 Mobile/Alternative number: 01922 414768
Generic e-mail address for the Authority (please only provide a personal e-mail address if the clerk / RFO does not have access to a generic e-mail account). admin@greatwyrleypc.com		

Please return this form together with the
Annual Governance & Accountability Return and other information requested.

Attachment 3

Confirmation regarding the exercise of public rights

Parish Council name: **Great Wyrley Parish Council**

The Parish Council must inform the electorate of an exact 30 working day period during which public rights may be exercised. This is inclusive of the start and finish dates.

The inspection period **must** commence no later than 3 July 2023 and must **include the first 10 working days of July**.

The elector's rights must start **exactly** one day after the annual return has been published on your website (or other free to access website used by the Council) with the statutory notice at Attachment 3.2. Publication of the annual return must be as soon as practical after the unaudited annual return has been approved by the Parish Council, and in line with the regulatory inspection period.

Working days are defined as Monday – Friday. They do not include Saturdays, Sundays and Bank Holidays.

(See calendar guide overleaf, noting that because the earliest date to start a compliant public rights period is 5 June 2023 the definition of 'as soon as practical' excludes any earlier dates than this.)

The inspection period commences on: **Tuesday 13th June, 2023**

And ends on: **Monday 24th July, 2023**

Signed: Siân McAlister Date: 12th June 2023

Position held: **Clerk and RFO, Great Wyrley Parish Council**

Attachment 3.2

Local council name: **Great Wyrley Parish Council**

Notice of appointment of date for the exercise of public rights Accounts for the year ended 31st March 2023

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: Monday 12th June, 2023</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2023 these documents will be available on reasonable notice on application to:</p> <p style="text-align: center;">Mrs S McGlue Clerk and RFO Great Wyrley Parish Council, Great Wyrley Community Centre, Landywood Lane, Great Wyrley. WS6 6JX Telephone: 01922 414768 Email:admin@greatwyrleypc.com</p> <p>commencing on (c) Tuesday 13th June, 2023</p> <p>and ending on (d) Monday 24th July, 2023</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> • the opportunity to question the auditor about the accounts; and • the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). • The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above. <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p style="text-align: center;">Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: local.councils@mazars.co.uk</p> <p>5. This announcement is made by Mrs S McGlue, Clerk and RFO, Great Wyrley Parish Council.</p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 3 July 2023.</p> <p>(e) Insert name and position of person placing the notice</p>
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Report by Internal Auditor – 25th April 2023

This was my third visit for the year, following earlier visits on 23rd August and 11th October 2022.

I was able to review all the areas necessary for me to complete the Internal Auditor section of the AGAR and to sign it off.

These included:

Bank reconciliations for the month-ends during the year and at the year-end;

Year-end debtors and creditors;

The year-end VAT accrual;

Petty cash transactions and balance;

Payments made, both by cheque and electronically;

Income received by cash, cheque and direct to bank;

The asset register including additions made during the year;

The Council's risk register;

The prepared notices regarding the exercise of public rights to scrutinise the accounting records; and

The Council's Financial Regulations.

It was pleasing to see how well the Parish Administrator has embraced the implementation of the Scribe accounting system. It was particularly good to see how she is using it to produce monthly reconciliations during the year, greatly speeding up the year-end account production process.

Philip A Cooper

25th April 2023

A handwritten signature in black ink, appearing to read 'P.A. Cooper', with a long, sweeping horizontal stroke extending to the right.

Subject **Internal Auditor Invoice**
From Phil Cooper
To Sian Carpenter <admin@greatwyrleypc.com>
Date 24/08/2022 11:43

- Internal Auditor Invoice 2122.pdf(~352 KB)
 - Great Wyrley PC Visit Aug 2022.docx(~12 KB)
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Hi Sian/Deb

Please find attached my invoice for this year. I've also attached a brief note regarding my visit yesterday for your records.

Best wishes

Phil

Great Wyrley Parish Council

Internal Audit Visit 23rd August 2022

Matters discussed:

AGAR 21/22 – an excellent result following the previous year. Advert placed on time.

Scribe 22/23 – balanced up to 2nd August 2022. No issues arising.

Budget 23/24 – to be done in November. Distinction between planned use of Earmarked Reserves (check with Scribe) and regular budget regarding income and expenditure items and precept.