

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
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 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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 Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- 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.
- Do not send the external auditor any information not specifically requested. However, **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.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- 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 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
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', has an explanation been published?	✓	
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 from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	N/A	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

BLOFIELD PARISH COUNCIL

<https://www.blofieldpc.info/the-council>

During the financial year ended 31 March 2021, 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 2020/21 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.			✓
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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) 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 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

07/05/2021

Name of person who carried out the internal audit

SUE LAKE

Signature of person who carried out the internal audit



Date

11/05/21

*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 2020/21

We acknowledge as the members of:

Blofield 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	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*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:

14/06/21

and recorded as minute reference:

20

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

Chairman

Clerk

<https://www.blofieldpc.info/the-council> / AVAILABLE WEBSITE / WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

Blofield Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	309,272	407,942	<i>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.</i>
2. (+) Precept or Rates and Levies	67,270	85,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	130,538	248,384	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	26,600	27,781	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	72,537	57,851	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	407,942	655,694	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	407,942	655,694	<i>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.</i>
9. Total fixed assets plus long term investments and assets	525,768	527,402	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

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

Date

13/06/21

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

14/06/21

as recorded in minute reference:

MINUTE REFERENCE 21

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

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

Blofield 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 2021; 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 2020/21

(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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not 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 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

Date

DDMMYY

Income and Expenditure Account
for 12 months ended 31st March 2021

Income	2019/2020	2020/2021
Precept	£ 67,270.00	£ 85,000.00
Interest	£ 3,482.96	£ 819.60
VAT repayment	£ 7,619.63	£ 6,369.48
Grants/donations	£ 175.00	£ 18,000.00
Recycling	£ 1,824.46	£ -
Section 106	£ 2,746.94	£ -
CIL	£ 110,503.58	£ 217,978.00
Allotments	£ 1,897.50	£ 1,575.00
Neighbourhood Plan	£ -	£ -
Election	£ -	£ -
Community Orchard	£ 135.00	£ 135.00
Other	£ 2,152.50	£ 2,814.95
Delegated Grass cutting	£ -	£ 2,312.91
TOTAL	£ 197,807.57	£ 335,004.94
Expenditure		
Employee Costs	£ 26,600.02	£ 29,401.92
Administration Costs	£ 2,745.03	£ 1,989.57
Council Costs	£ 2,149.82	£ 1,398.26
Assets	£ -	£ -
subs/fees	£ 1,577.00	£ 1,553.50
parish maintenance	£ 6,257.05	£ 4,787.71
grants/donations	£ 14,575.67	£ 7,962.50
S137	£ 300.00	£ 600.00
recycling payment	£ 1,824.46	£ 298.20
allotments	£ 1,841.53	£ 1,749.34
s106 payments	£ 4,899.44	£ -
HMRC refund	£ -	£ -
Reserves spend	£ 1,418.00	£ 27,735.34
Contingencies	£ -	£ 740.00
VAT	£ 6,784.19	£ 6,641.68
Marty's Marsh Maintenance	£ -	£ -
Community Orchard	£ 135.00	£ 135.00
CIL Spend	£ 28,030.03	£ -
Delegated Grass Cutting	£ -	£ 2,260.00
TOTAL	£ 99,137.24	£ 87,253.02

Bank Reconciliation
for 12 months ended 31st March 2021

Cashbook balance b/fwd @ 1st April 2020	£	407,942.29
Income for year	£	335,004.94
TOTAL	£	<u>742,947.23</u>
Expenditure for year	£	87,253.02
Balance 31st March 2021	£	<u><u>655,694.21</u></u>

Represented by Accounts:

Barclays Current Account	7041	£	53,941.31
Saver Account	3741	£	28,108.65
Saver Account Reserves	6915	£	18,671.08
BDC Parish Deposit Fund		£	554,973.17
o/s cheques		£	-
		£	<u><u>655,694.21</u></u>

Represented by:

Community Infrastructure LEVY (CIL) Earmarked Reserve & interest	£	554,973.17
Earmarked Reserves	£	46,045.55
General Fund (unallocated reserves)	£	54,675.49
	£	<u><u>655,694.21</u></u>

The above statement represents fairly the financial position of the Authority as at 31st March 2021 and reflects its receipts and payments during the year.

Signed.....
Chair

Signed.....
Responsible Financial Officer

Date..... 14/6/21

Date..... 14/6/21

Notes to the Accounts

for 12 months ended 31st March 2021

1. Assets

See Appendix 1

2. Borrowings

The council does not have any borrowings.

3. Earmarked reserves

for 12 months ended 31st March 2021

	Brought forward at 31/3/20	20/21 Transfer between Reserves	20/21 Allocated or Received	20/21 Expenditure	Balance at 31/3/2021
Churchyard Reserves	£ 1,482.00	£ -	£ 4,777.00	£ -	£ 6,259.00
Courthouse Reserves	£ 24,040.48	£ -	£ 2,000.00	£ 4,757.34	£ 21,283.14
Marty's Marsh Reserves	£ 2,100.00	£ -	£ 28,800.00	£ 22,978.00	£ 7,922.00
					£ -
Future Capital Projects Res.	£ 1,581.41	£ -	£ 9,000.00	£ -	£ 10,581.41
CIL Levy Reserves	£ 336,253.63	£ -	£ 218,719.54	£ -	£ 554,973.17
Total	£ 365,457.52	£ -	£ 263,296.54	£ 27,735.34	£ 601,018.72
<i>Allotments accrued rent</i>	£ 1,866.33	£ -	£ 1,575.00	£ 1,549.34	£ 1,891.99

Reserves Notes

COURTHOUSE - The Council continues to accrue reserves for the maintenance of the Courthouse which it owns. The Courthouse is a listed building, requiring maintenance work to the fabric and improvements to the surrounding grounds. Repairs to guttering took place in 2020. A full detailed survey and maintenance plan is being commissioned and car park improvements / disabled access are being considered.

CHURCHYARD - repairs to the churchyard wall are scheduled for 2021/22 together. Work to the stile will also be required in order to improve accessibility to the public right of way.

MARTYS MARSH RESERVE -

Significant works have taken place at Marty's Marsh. Various reports have been commissioned for the planning application. Large scale repairs have taken place to the culvert and fencing and gates have been installed. A grant for £15,000 was obtained from Broadland District Council. Two information boards have been purchased and a tree survey carried out. Unspent precept funds have been allocated to this reserve as more capital expenditure is anticipated in 2021/22.

FUTURE CAPITAL PROJECTS RESERVE - The council has commenced growing this fund again with an annual reserve allocation to support any CIL project that develops from the community consultation.

During 2020/21 £44,577 was received / allocated to Earmarked Reserves and £27,735.34 was spent. This leaves an Earmarked Reserves balance of £46,045.55 at 31/3/21 (see page 2).

General funds are held at approximately 6 months precept / running costs.

Within General funds a small amount of accrued allotment rent is held for expenditure on allotments general maintenance.

4. Commitments

The Council does not have any current outstanding financial commitments.

5. Tenancies

The Council leases 2 pieces of land from local land owners and rent this to the allotment holders. The Council collects annual rent from each allotment holder. Day to day management of the allotments is carried out by the Blofield Allotments Association.

In addition the Council leases a small piece of land (adjacent to the allotments) for the Millenium Orchard. Day to day management is carried out by the Blofield Orchard Conservation Group. Land rent of £135 per annum is covered by the Conservation Group through sales of fruit and trees.

6. Section 137 payments

Section 137 of the Local Government Act 1972 enables parish councils to spend up to the product of £8.32 per head of electorate for the benefit of people in the area on projects not specifically authorised by other powers.

Notes to the Accounts continued....

for 12 months ended 31st March 2021

7. Section 106

Section 106 funds are held by Broadland District Council
S106 Balance at March 2021 £131,845.56

8. Community Infrastructure Levy (CIL)

The planned 50% growth in population will require significant improvement to village facilities. The council are now receiving CIL funds to support these projects. The likely scale of projects is such that significant reserves

are required. Work continues by the parish council on where is best to spend the CIL. The Council currently holds £554,973.17 CIL funds (including interest) to fund projects identified within the local community.

9. Agency Work

Blofield Council does not currently carry out any work for the District or County Council.

10. Contingent liabilities

A contingent loss will be accrued in the financial statements where it is probable that a future events will confirm a material loss which can be estimated with reasonable accuracy at the date when the financial statements

Where a material contingent loss is not accrued, perhaps because it cannot be accurately estimated or because the event is not considered sufficiently certain, it is disclosed in a note to the accounts.

The Council's accounts for the year to 31 March 2021 do not include a provision for any such contingency.

11. Advertising and publicity

No advertising took place.

12. Trust funds / Village Halls

Blofield Courthouse:

The Council owns and insures the Blofield Courthouse building. The Courthouse Management Committee are responsible to Blofield Parish Council for the day to day proper management, maintenance and development of Blofield Court House in line with the Court House's objectives. This fund has been separately constituted. The audit opinion does not cover this fund and the fund has not been included in the Council's statement of account for the year ending 31 March 2021.

Heathlands Community Centre:

The Council is a custodian trustee for Heathlands Community Centre land. This fund has been separately constituted. The audit opinion does not cover this trust fund and the fund has not been included in the councils statement of account for the year ending 31 March 2021.

Margaret Harker Hall and Blofield Memorial Ground:

This is a registered charity and Blofield Parish Council do not have any trustee or financial responsibility for this facility.

Signed
Chair

Signed...
Responsible Financial Officer

Explanation of variances – pro forma

Name of smaller authority: **Blofield Parish Council**
 County area (local councils, and parish meetings only):

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);
- view 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?	Explanation from smaller authority (must include narrative and supporting figures)
	£	£	£	%		
1 Balances Brought Forward	309,272	407,942				Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES
2 Precept or Rates and Levies	67,270	85,000	17,730	26.36%	YES	Explanation of % variance from FY opening balance not required - Balance brought forward does not agree, query this
3 Total Other Receipts	130,538	246,384	117,846	90.28%	YES	The council took the difficult decision to increase the precept significantly this year. This is to accommodate for increased parish running costs and to build up reserves after demeritising them over the last couple of years on large projects. With significant increases in parishioner numbers and CIL income to spend on large projects larger reserves are essential for ongoing maintenance and improvements and for parish partnership and CIL projects going forward.
4 Staff Costs	26,600	27,781	1,181	4.44%	NO	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	72,537	57,851	-14,686	20.25%	YES	Some incomes vary significantly each year. In 2019/20 £110,503.58 CIL funds were received. In 2020/21 £217,978.00 CIL funds were received. In 2019/20 grants of £175 were received but in 2020/21 a grants of £18,000 were received. Interest received in 2019/20 was £3,482.88 however in 2020/21 interest received was £819.60.
7 Balances Carried Forward	407,943	655,894				During 2019/20 there was a CIL expenditure of £28,030.03 however in 2020/21 CIL expenditure was £0. However in 2019/20 reserves spend was £1,418 but in 2020/21 reserves expenditure was £27,735.34. In 2019/20 the council did a parish partnership projecting with Broadland District Council funding it with £7175.87, however in 2020/21 there have been no Parish Partnership funding projects. In 2019/20 the council made a section 106 payments of £4,898.44, however in 2020/21 there were no section 106 payments.
8 Total Cash and Short Term Investments	407,943	655,894				VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	525,768	527,402	1,634	0.31%	NO	EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES
10 Total Borrowings	0	0	0	0.00%	NO	VARIANCE EXPLANATION NOT REQUIRED

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)

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	brought forward at 31/3/20	Balance at 31/3/2021
	£	£
Earmarked reserves:		
Reserve Churchyard Reserves	£ 1,482.00	£ 6,259.00
Reserve : Courthouse Reserves	£ 24,040.48	£ 21,283.14
Reserve : Marty's Marsh Reserves	£ 2,100.00	£ 7,922.00
Reserve : Future Capital Projects	£ 1,581.41	£ 10,581.41
	£ -	
Reserve : CIL Reserve*	£ 336,196.93	£ 554,973.17
subtotal	<u>£ 365,400.82</u>	<u>£ 601,018.72</u>
General reserve	£ 42,541.47	£ 54,675.49
Total reserves (must agree to Box 7)	£ 407,942.29	<u>£ 655,694.21</u>

*CIL is Community Infrastructure Levy