Section 1 — Annual Governance Statement 2021122 
We acknowledge as the members of: 
HEVER 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 
Agreed 
No* 
I. We have put in place arrangements for effective financial 
management during the year, and for the preparation of 
the accounting statements. 
2. We maintained an adequate system of internal control 
including measures designed to prevent and detect fraud 
and corruption and reviewed its effectiveness. 
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. 
4. We provided proper opportunity during the year for 
the exercise of electors' rights jn accordance with the 
requirements of the Accounts and Audit Regulations. 
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 
extemal insurance cover where required. 
6. We maintained throughout the year an adequate and 
effective system of internal audit of the accounting 
records and control systems. 
7. We took appropriate action on all matters raised 
in reports from internal and extemal 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. 
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 
March 2022, that: 
Yes means that this authority; 
prepared its accounting statements in accordance 
with the Accounts and Audit Regulations. 
made proper arrangements and accepted responsibility 
for safeguarding the public money and resources in 
its charge. 
has only done what it has the legal power to do and has 
complied with Proper Practices in doing so. 
during the year gave all persons interested the opportunity to 
inspect and ask questions about this authority's accounts 
considered and documented the financial and other risks it 
faces and dealt with them properly. 
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. 
responded to matters brought to its attention by internal and 
external audit. 
disclosed everything it should have about its business activity 
during the year including events taking place after the year 
end if relevant. 
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: 
I o/os/aæ 
and recorded as minute reference: 
WWW.HEVER.ORG 
Signed by the Chairman and Clerk of the meeting where 
approval was given: 
O(-QJX 
Chairman 
Clerk 
Annual Governance and Accountability Return 2021/22 Form 3 
Local Councils, Internal Drainage Boards and other Smaller Authorities* 
Page 4 of 6 

Section 2 — Accounting Statements 2021/22 for 
HEVER PARISH COUNCIL 
Year ending 
I. Balances brought 
forward 
2. (+) Precept or Rates and 
Levies 
3. (+) Total other receipts 
4. (-) Staff costs 
5. (-) Loan interest/capital 
repayments 
6. (-) All other payments 
7. Balances carried 
forward 
8. Total value of cash and 
short term investments 
9. Total fixed assets plus 
long term investments 
and assets 
10. Total borrowings 
Il. (For Local Councils Only) 
Disclosure note re Trust funds 
(including charitable) 
31 March 
2021 
10,009 
41 ,521 
9,848 
22,087 
0 
25,834 
13,457 
13,457 
119,147 
Yes 
31 March 
2022 
13,457 
41 ,300 
26,590 
25,547 
22,603 
33,197 
33,197 
128,428 
No 
Notes and guidance 
Please round all figures to nearest El. Do not leave any 
boxes blank and repott EO or Nil balances. Al/ figures must 
agree to underlying 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. 
Total amount of precept (or for IDBs rates and levies) 
received or receivable in the year. Exclude any grants 
received. 
Total income or receipts as recorded in the cashbook less 
the precept or rates//evies received (line 2). Include any 
grants received. 
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. 
Total expenditure or payments of capital and interest 
made during the year on the authority's borrowings (if any). 
Total expenditure or payments as recorded in the cash- 
book less staff costs (line 4) and loan interest/capital 
repayments (line 5). 
Total balances and reserves at the end of the year. Must 
equal (1+2+3) - (4+5+6). 
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. 
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. 
The outstanding capital balance as at 31 March of all loans 
from third parties (including PWLB). 
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 2022 the Accounting I confirm that these Accounting Statements were 
Statements in this Annual Governance and Accountability 
approved by this authority on this date: 
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 
o/os/az 
as recorded in minute reference: 
Signed by Chairman of the meeting where the Accounting 
Stat ents were approved 
Annual Governance and Accountability Return 2021/22 Form 3 
Local Councils, Internal Drainage Boards and other Smaller Authorities* 
Page 5 of 6 