

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2018, 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	N/A
	☐	☐	☒

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE

5b.

dated

29/5/18

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Section 2 – Accounting Statements 2017/18 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	2178	3481	<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	2000	2000	<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	338	1600	<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	274	556	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	NIL	NIL	<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	761	2833	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	3481	3692	<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	3481	3692	<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	20940	22152	<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	NIL	NIL	<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 acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		N/A	<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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date 29/5/18

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

29/5/18

and recorded as minute reference:

56 REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Signature

Annual Internal Audit Report 2017/18

THORPE MAJOR PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 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	Agreed? Please choose one of the following		
	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.	w/a		
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 and year-end bank account reconciliations were properly carried out.	✓		
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. (For local councils only)	Yes	No	Not applicable
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).

NORTHANTS CALC LTD

Date(s) internal audit undertaken

27/04/18

Name of person who carried out the internal audit

Julia Tubenail

INTERNAL AUDIT

SIGNED..... *MAJubail*

Signature of person who carried out the internal audit

MAJubail

Date

27/04/18

*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).

Certificate of Exemption

To be completed only by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

THORPE MALDEN PARISH COUNCIL

certifies that during the financial year 2017/18, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2017/18:

36 00.00

Annual gross expenditure for the authority 2017/18:

33 90.00

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of £200 +VAT will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer

Date

10/4/18

Signed by Chairman

Date

10/4/18

Email

ThorpeMaldenPC@gmail.com

Telephone number

07762557367

*Published web address (not applicable to Parish Meetings)

thorpe.malden.co.uk

This Certificate of Exemption should be returned as soon as possible after certification

Bank reconciliation – pro forma

Name of smaller authority: **THORPE MALSOR PARISH COUNCIL** _____

County area (local councils and parish meetings only): _____ **NORTHAMPTONSHIRE** _____

Financial year ending 31 March 2018

Prepared by _____ **ANNE-MARIE WALTON-MILLER, CLERK & RFO** _____ (Name and role)

Date **11/04/18** _____

Balance per bank statements as at 31 March 2018:	£	£
Business Premium Account	629	04
Business Current Account	1170	33
Business Current Account	2000	00
	<u>3799</u>	<u>37</u>
Petty cash float (if applicable)	0	00
Less: any un-presented cheques at 31 March 2018	<u>108</u>	<u>00</u>
Add: any un-banked cash at 31 March 2018	<u>0</u>	<u>00</u>
Net balances as at 31 March 2018 (Box 8)	<u>3691</u>	<u>37</u>

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)	3481	00
Add: Receipts in the year	3600	00
Less: Payments in the year	3389	00
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>3692</u>	<u>00</u>

(See [example](#) for guidance if required)

THORPE MALSOR PARISH COUNCIL

Year Ending 31st March 2018

Significant Variances:

Section 1	2016/17	2017/18	Variance	Explanation of Variance
Box 2 Precept				Unchanged from previous year
Box 3 Other Income	£338	£1,600	£1,262	£1100 grant received from the government Transparency Fund to enable local councils to comply with the Transparency Code. £500 grant received from NCC towards the cost of a defibrillator.
Box 4 Staff costs	£274	£556	£282	The figure for 31/3/2017 represents the clerk's wages for half a year. The current figure of £556.00 represents the clerks wages of £500.00 p/a plus expenses of £56.00.
Box 6	£761	£2,873	£2,112	During the year ending 31/03/18 the Council purchased a park bench for £474, and also paid £330 to have the benches in the village refurbished. To comply with the Transparency Code a computer and printer/scanner were purchased and the TMPC website was set up - £950 (covered by grant from the Transparency Fund) £247.00 was spent on training courses attended by the Clerk and Councillors. There were no other significant purchases, the remaining costs of £875 was for the general annual expenses incurred by the Council including memberships and insurance.
Box 9 Fixed Assets	£20,940	£22,152	£1,212	Additions: Computer equipment and the memorial bench. Also included is a table tennis table purchased in 2017 but omitted from the asset register.

Items of Expenditure above £100:

Payee	Date	Amount	Comments	Funding Source
Marmax	20/04/17	£474.12	Park Bench	Precept
NCALC	20/04/17	£204.00	Annual Membership Fee	Precept
Mrs AM Walton-Miller	05/05/17	£250.00	Clerk Salary (Nov 16 – May 17)	Precept
AON	05/05/17	£310.06	Annual Insurance	Precept
Mr P Noon	24/07/17	£330.00	Bench Repairs	Precept
Mr B J Walton	11/09/17	£100.00	Verge Cutting	Precept
NCALC	13/11/17	£175.00	Clerk Training Course	Precept
Mrs AM Walton-Miller	13/11/17	£418.98	Laptop/Printer	Grant – Transparency Fund
Mrs H Sharp	13/11/17	£500.00	Website Design (Transparency Code Req'mt)	Grant – Transparency Fund
Mrs AM Walton-Miller	13/11/17	£250.00	Clerk Salary (June 17 – Nov 17)	Precept

Asset Statement:

As at 31st March 2018 the following assets were held at replacement value:

Ancient Well & Water Trough	£12,158
Bus Shelter	£6,007
Bus Shelter Bench Seat	£472
Bus Shelter Litter Bin	£180
2 Public Seats	£1,600
Picnic Bench	£396
Notice Board	£134
BT Phone Box	£1
Table Tennis Table	£313
Memorial Bench	£541
Laptop & Printer	£350
	£22,152