Smaller authority name: WITTON & RIDLINGTON PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement 1ST JUNE 2018 ______________ (a)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. **Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2018, these documents will be available on reasonable notice by application to:**	
(b) ELAINE PUGH, CLERK, RAYNHAM HOUSE, 10 NEW ROAD, NORTH WALSHAM, NORFOLK, NR28 9DF 016924 402998 – elainepugh15@hotmail.com	(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts
commencing on (c) __**Monday 4 June 2018** ______________	(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below
and ending on (d) ___**Friday 13 July 2018** ______________	(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.
3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	
4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: **PKF Littlejohn LLP (Ref: SBA Team)** **1 Westferry Circus** **Canary Wharf** **London E14 4HD** (sba@pkf-littlejohn.com)	
5. This announcement is made by (e) ELAINE PUGH	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

WITTON
NORTH
NORFOLK

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual Governance and Accountability Return 2017/18 Part 2

To be completed only by smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must** following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:

   a) does not meet the qualifying criteria;

   b) does not wish to certify itself as exempt

2. Smaller authorities where the higher of gross annual income **or** gross annual expenditure **does not exceed** £25,000 and meet the qualifying criteria as set out in the Certificate of Exemption **are exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes both** the

   a) **Certificate of Exemption**, page 3 and returns it to the external auditor

   b) **Annual Governance and Accountability Return (Part 2)** which is made up of:
   - **Annual Internal Audit Report (page 4)** to be completed by the authority's internal auditor.
   - **Section 1 – Annual Governance Statement (page 5)** to be completed by the authority.
   - **Section 2 – Accounting Statements (page 6)** to be completed by the authority.

3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved **before 2 July 2018.**

Publication Requirements

Smaller authorities must publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2017/18**, page 4
- **Section 1 – Annual Governance Statement 2017/18**, page 5
- **Section 2 – Accounting Statements 2017/18**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should **not certify itself as exempt, ie not complete** Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2017/18 and return it to the external auditor for review.

The cost to the smaller authority for the review will be £200 +VAT.

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 Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2017/18, Sections 1 and 2

- Where an authority is exempt from the requirement for a limited assurance review, it need not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The authority **must** comply with Proper Practices in completing this Annual Governance and Accountability Return and the Certificate of Exemption. 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.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- You **should** inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.
- It is recommended that the authority has numerical and narrative explanations for significant variances in the accounting statements on **page 4**, should a question be raised by a local elector. There is guidance provided in the *Practitioners' Guide** that may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation available should a question be raised by a local elector and/or an interested party?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Is an explanation of significant variations from last year to this year available, should a question be raised by a local elector and/or an interested party?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee?		N/A

*More guidance on completing this annual return is available in ***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, which can be downloaded from **www.nalc.gov.uk** or from **www.slcc.co.uk** or from **www.ada.org.uk**

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.

WHITTON 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: £2,819

Annual gross expenditure for the authority 2017/18: £2,320

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 15-05-18

Signed by Chairman

Date 15-05-18

Email elainepugh15@hotmail.com

Telephone number 01692 402998

*Published web address *(not applicable to Parish Meetings)* wittonandridlington.co.uk

This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.

Annual Internal Audit Report 2017/18

WHITTON & RIDLINGTON

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.	YES		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES.		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES.		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES.		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES.		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NOT COVERED **
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.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	YES		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
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.	YES.		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			NOT APPLICABLE

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed). ** PETTY CASH NOT HELD. **

Date(s) internal audit undertaken: 20/04/2018

Name of person who carried out the internal audit: R. M. CALVERT

Signature of person who carried out the internal audit: [signature]

Date: 20/04/18

*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).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

WITTON X RIDLINGTON 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 2018, that:

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

	Yes	No	N/A	
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.			✓	*has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.*

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

7.2

dated 15-05-2018

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

Chairman [signature]

Clerk [signature]

Section 2 – Accounting Statements 2017/18 for

WITTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	2,964	2,928	*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	1,187	1,694	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	939	1,125	*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	481	1,000	*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.*
5. (-) Loan interest/capital repayments	NIL	NIL	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	1,381	1,320	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	2,928	3,427	*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	2,928	3,427	*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	6,337	9,337	*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.*
10. Total borrowings	NIL	NIL	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			*The Council acts as sole trustee for and is responsible for managing Trust funds or assets.*
		NO	*N.B. The figures in the accounting statements above do not include any Trust transactions.*

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

Date 15-05-18

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

15/05/2018

and recorded as minute reference:

7.1

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

£	Receipts	£
1,187.00	Precept	1,694.00
63.00	Precept Grant	56.00
1.15	Interest on Investments	1.49
8.37	VAT Repayment	30.40
	Income from bottlebank	170.57
867.00	Rent for Arable/Scrub Land	866.50
2,126.52	**Total Receipts**	**2,818.96**

	Payments	
625.80	Staff Costs	800.00
156.20	HM Revenue & Customs	200.00
269.52	Administration	319.85
0.00	Hall Hire	0.00
310.76	Insurance	324.21
111.23	Grants/Donations	289.57
0.00	S137	0.00
658.18	Miscellaneous	371.84
30.40	VAT	15.32
2,162.09	**Total Payments**	**2,320.79**

	Receipts and Payments Summary	
2,964.31	Balance at 1st April 2017	2,928.74
2,126.52	Total Receipts	2,818.96
2,162.09	**Less** Total Payments	2,320.79
2,928.74	C/F 2016/2017	**3,426.91**
	These cumulative funds are represented by:	
625.32	Lloyds - Treasurers Account	520.84
2,303.42	Lloyds - Business Acct (Savings)	3,054.91
-	Less cheque 121 & 108	148.84
2,928.74		**3,426.91**

The above statement represents the financial position of the authority at 31st March 2018 and reflects its receipts and payments during the financial year.

Signed: ____________________
Chairman

Date: 15/5/18

Signed: ____________________
Responsible Financial Officer

Date: 15/8/18

	WITTON PARISH COUNCIL - EXPENDITURE 1st April 2017 - 31st March 2018											
DATE	TO	CHQ	STAFF COSTS	ADMIN	HM Rev Customs	HALL HIRE	S137	INSURANCE	GRANTS/ DONATIONS	OTHER	VAT	TOTAL
16.05.17	Ros Calvert	105								40.00		£40.00
16.05.17	Indigo Waste	106								8.00	1.60	9.60
16.05.17	Came & Co Insurance	107						324.21				£324.21
16.05.17	NALC membership	108								108.84		£108.84
16.05.17	Doug Cheer (website)	109								115.00		£115.00
16.05.17	Elaine Pugh	110	224.00	68.28								£292.28
16.05.17	HMRC	111			56.00							£56.00
DATE	TO	CHQ	COSTS	ADMIN	Customs	HIRE	S137	INSURANCE	DONATIONS	OTHER	VAT	TOTAL
08.08.17	Indigo Waste	112								5.00	1.00	6.00
08.08.17	HMRC	113			40.00							£40.00
08.08.17	Elaine Pugh	114	160.00	76.82								£236.82
08.08.17	Witton & Ridlington Village Hall (glass recycling)	115							139.57			£139.57
DATE	TO	CHQ	COSTS	ADMIN	Customs	HIRE	S137	INSURANCE	DONATIONS	OTHER	VAT	TOTAL
21.11.17	Indigo Waste	116								13.00	2.60	£15.60
21.11.17	HMRC	117			60.00							£60.00
21.11.17	Elaine Pugh	118	240.00	68.65						44.60	8.92	£362.17
21.11.17	BT - phonebox adoption	119								1.00		£1.00
21.11.17	Norfolk CAB	120							50.00			£50.00
DATE	TO	CHQ	COSTS	ADMIN	Customs	HIRE	S137	INSURANCE	DONATIONS	OTHER	VAT	TOTAL
20.02.18	Indigo Waste	122								6.00	1.20	£7.20
20.02.18	David Archer (glass repair)	121								40.00		£40.00
20.02.18	HMRC	123			44.00							£44.00
20.02.18	Elaine Pugh	124	176.00	61.50								£237.50
20.02.18	Stalham First Responders	125							100.00			£100.00
DATE	TO	CHQ	COSTS	ADMIN	Customs	HIRE	S137	INSURANCE	DONATIONS	OTHER	VAT	TOTAL
06.03.18	ICO - Data protection	d/d								35.00		£35.00
	TOTALS		£ 800.00	£ 275.25	£ 200.00	£ -		£ 324.21	£ 289.57	£ 416.44	£ 15.32	£2,320.79

WITTON PARISH COUNCIL - INCOME 1st APRIL 2017 - 31st March 2018

AMOUNT	DATE	FROM	PRECEPT	GRANT	INTEREST	VAT REFUND	OTHER	TOTALS
0.10	10.04.17	Lloyds interest			0.10			0.10
422.00	11.04.17	Walcott Farms - Thomas Love					422.00	422.00
875.00	28.04.17	NNDC Precept - 1st tranche	847.00	28.00				875.00
170.57	16.05.17	NCC - Bottle bank income					170.57	170.57
30.40	05.06.17	HMRC				30.40		30.40
0.11	09.05.17	Lloyds interest			0.11			0.11
0.14	09.06.17	Lloyds interest			0.14			0.14
0.14	10.07.17	Lloyds interest			0.14			0.14
0.13	09.08.17	Lloyds interest			0.13			0.13
0.14	11.09.17	Lloyds interest			0.14			0.14
444.50	03.10.17	Walcott Farms - Thomas Love					444.50	444.50
875.00	30.09.17	NNDC - Precept - 2nd tranche	847.00	28.00				875.00
0.10	09.10.17	Lloyds interest			0.10			0.10
0.13	09.11.17	Lloyds interest			0.13			0.13
0.13	11.12.17	Lloyds interest			0.13			0.13
0.12	09.01.18	Lloyds interest			0.12			0.12
0.13	09.02.18	Lloyds interest			0.13			0.13
0.12	09.03.18	Lloyds interest			0.12			0.12
2,818.96		**TOTALS**	**1,694.00**	**56.00**	**1.49**	**30.40**	**1,037.07**	**2,818.96**

02/05/201807:19

Explanation of variances

Attachment 1.2

Name of Council: **WITTON PARISH COUNCIL**

Explanations for variance of more than 15% (and over £200) for individual boxes in Section 1 except whee there are "compensating" variances which leave a box relatively unchanged.

Section 1	**2016/2017 £**	**2017/2018 £**	**Variance (+/-) £**	**Detailed explanation of variance (with amounts to nearest £10)**
Box 1 Balances carried forward	**2,964**	2,928	+£212	Balances were increased as the Council is mindful that it needs to have reserves to improve the local area and support the defibrillator campaign.
Box 2 Precept	**1,187**	1,694	+£507	Variance due to the loss of the Government Grant and the overall increase of the Council Tax to enable the Council to undertake projects within the village and support community initiatives in the future.
Box 3 Other Income	**939**	1,125	+£186	Income is up slightly due to the increase of the Precept.
Box 4 Staff costs	**781**	1,000	+£219	Additional hours worked and Clerk's pay increase.
Box 5 Loan interest/ capital	**NIL**	NIL	£NIL	
Box 6 Other payments	**1,381**	1,320	-£59	The Council has not as yet had the 2nd adopted BT telephone box refurbished in this financial year. Althought it did have the first telephone box repaired due to vandalism.
Box 7 Balances carried forward	**2,928**	3,427	+£499	*If some of the year-end balances are earmarked for specific purposes rather than general reserves, please provide breakdown:* Balances are slightly down due to additional costs. ***Earmarked reserves at year end:*** The Council decided not to purchase a defibrillator but donate funds to the community first responders. Balance held for general reserves £3,427.
Box 9 Fixed assets & Long term assets	**6,337**	9,337	+£3000	There has been an increase of £3.000 to account for the purchase of the red telephone box at Witton which was purchased for £1 however has a a value of £3,000
Box 10 Total Borrowings	**Nil**	Nil	£Nil	

WITTON PARISH COUNCIL

Bank reconciliation

For The Year Ending 31st March 2018

Prepared by: Elaine Pugh - Clerk and RFO
Approved by: Darrell Swail

10th April 2018

Balance per bank statements as at 31 March 2018	£	£
Current Account	520.84	
High Interest	3,054.91	
		3,575.75
Petty cash float (not applicable)		
Less any unpresented cheques at 31st March 2018		
NALC - 108 - missing or unbanked	108.84	
David Archer - 121	40.00	
Unbanked cash at 31st March 2018	0.00	
Net bank balance as at 31 March 2018		**148.84**
Net balances as at 31st March 2018		**3,426.91**

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

CASH BOOK

Opening Balance 1st April **2017**	2,928.74
Add: Receipts in the year 2017/2018	2,818.96
Less: Payments in the 2017/2018	2,320.79
Closing balance per cash book 2018 (receipts and payments book) as at 31st March 2018	**3,426.91**

Internal Audit Report

For
Witton and Ridlington Parish Council

Financial Year 2017-18

Including Explanatory Notes
for
Annual Governance & Accountability Return

Prepared by
R M Calvert
20 April 2018

I have completed an internal audit of the accounts for Witton and Ridlington Parish Council for the year ending 31 March 2018.

My findings are detailed below using the tests provided in the Governance and Accountability for Smaller Authorities in England 2018.

* Supplementary Page 1 - Information to be published on the Council's website

I would like to thank the Clerk/RFO for providing me with all the information required for the Internal Audit.

Proper bookkeeping	Is the cashbook maintained and up to date?	Yes
	Is the cashbook arithmetically correct?	Yes
	Is the cashbook regularly balanced?	Yes
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes
	Date Standing Orders last reviewed	August 2017 to include changes to planing procedures (8/08/2017 - 7)
	Date Financial Regulations last reviewed	Feb -2016 (16/02/2016 -10)
	Has a Responsible finance officer been appointed with specific duties?	Yes [1]
	Have items or services above the de minimus amount been competitively purchased?	Yes
	Are payments in the cashbook supported by purchase orders, invoices, authorised and minuted?	Yes
	Have legal powers been identified for purchases	OK
	Has VAT on payments been identified, recorded and reclaimed?	Yes
	Is s137 expenditure separately recorded and within statutory limits?	N/A no S137 expenditure incurred
	Have S137 payments been approved and included in the minutes as such?	N/A
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No
	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?	No [2]

	Is insurance cover appropriate and adequate?	Yes
	Are internal financial controls documented and regularly reviewed?	Yes
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	Yes
	Has the precept been calculated from the budget and been approved?	Yes
	Does the budget include an actual completed year?	No [3]
	Is actual expenditure against budget regularly reported to the council?	No [4]
	Are there any significant unexplained variances from budget?	No
Income controls	Is income properly recorded and promptly banked?	Yes
	Does the precept recorded agree to the Council Tax authority's notification?	Yes
	Are security controls over cash and near-cash adequate and effective?	N/A
Petty cash procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	N/A
	Is petty cash expenditure reported to each council meeting?	N/A
	Is petty cash reimbursement carried out regularly?	N/A
Payroll controls	Do all employees have contracts of employment with clear terms and conditions?	No [5]
	Do salaries paid agree with those approved by the council?	Yes
	Are salaries above the National Living Wage/Minimum Wage?	Yes
	Are other payments to employees reasonable and approved by the council?	Yes
	Have PAYE/NIC been properly operated by the council as an employer?	Yes

Asset controls	Does the council maintain a register of all material assets owned or in its care?	Yes [8]
	Where appropriate, are these inspected annually	
	Are the assets and Investments registers up to date? When were these last reviewed?	Yes 2017 to be reviewed in May 2018 and recorded in minutes
	Do asset insurance valuations agree with those in the asset register?	Yes
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to council?	Yes [7]
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes
	Are there any unexplained balancing entries in any reconciliation?	No
	Is the value of investments held summarised on the reconciliation?	N/A
Year-end procedures	Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes
	Do accounts agree with the cash book?	Yes
	Has a year-end bank reconciliation been undertaken?	Yes
	Is there an audit trail from underlying financial records to the accounts?	Yes
	Where appropriate, have debtors and creditors been properly recorded?	N/A
Procedural	Have the minutes been signed by the chairman	originals not seen but minuted as resolved to sign
	Has the chairman initialled each page of the Minutes book	originals not seen
	Has the chairman signed the year end bank reconciliation	Yes - 2017
	Is eligibility for the General Power of Competence properly evidenced?	N/A
	Have points raised on the last Internal Audit report been considered by council?	Yes

1 *Clerk is the RFO as per Financial Regulations but this appointment is not on contract of employment*

2 *Risk Assessment and Risk Management to be reviewed annually, approval minuted and filed with policies*

3 *Final approved budget to be signed and filed with minutes*

4 *Show actual expenditure against current budget to project future expenditure*

5 *Regular hours not stated and appointment as RFO not recorded. Both copies to be signed by Clerk and Chairman*

6 *Suggest updating to include common land owned or managed by Council*

7 *Suggest bank reconciliations are reported to Council at each meeting and recorded*

Transparency: For smaller councils with turnover under £25,000 **See supplementary page 1**	Minutes for whole year on website?	Yes
	Agendas for whole year on website?	Yes
	Payments over £100 on website?	Yes (in the minutes)
	Electors' rights advertised on website?	No
	Councillors' responsibilities detailed on website?	Yes
	Last financial year's Annual Return on website?	No
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	No
Allotments	Has a list of allotment holders with amounts paid to Council been submitted?	N/A
	Have fees for the allotments been reviewed and agreed by Council?	N/A
Councils with charities only	Have Charities reported and accounted separately?	N/A
	Have the Charity accounts been independently audited?	N/A
	Have the Charity accounts and Annual Return been filed within the legal time limit?	N/A

Signed

20/4/18
Date

Supplementary Page 1

Information which must be published on a Smaller Exempt Authority website

Smaller Exempt Councils (under £25,000) are no longer required to have an External Audit (this is subject to certain conditions). External Audit is called "Limited Assurance Review".

Exempt authorities are subject to the Transparency Code and from 1st April 2015 they must:

- Publish details of all expenditure above £100 – date, amount and purpose
- Publish end of year accounts, annual governance statement and internal audit report - by 1st July
- Publish Bank Reconciliation for the year end - by 1st July
- Publish an explanation of significant variations in the statement of accounts (i.e. page 6 of Part 2 AGAR - by 1st July
- Explain differences between the balances carried forward and the total cash balances if applicable -by 1st July
- Publish details of land and building assets it owns
- Publish all minutes within one month of the meeting
- Publish meeting agendas and relevant correspondence no later than 3 clear days before the meeting
- Publish councillor names and details of their roles