

Mouldsworth Parish Council
April'18-March'19 Accounts for Annual Return

22nd April 2019

According to new guidance for smaller authorities (where the higher of gross income or gross expenditure was £25,000 or less) we can certify ourselves exempt from a 'limited assurance review' (the external audit). We follow the procedures outlined in the **Annual Governance and Accountability Return 2018/19, Part 2.**

We must publish the following on our website:

- **Certificate of Exemption**, page 3 (sent to the external auditor PKF Littlejohn)
- **Annual Internal Audit Report** 2018/19, page 4.
- **Section 1 - Annual Governance Statement 2018/19**, page 5 (which must be approved before Section 2)
- **Section 2 - Accounting Statements 2018/19**, page 6
- **Analysis of variances** (see below)
- **Bank reconciliation** (see Accounts and Bank Reconciliation page attached)
- **Notice of period for the exercise of public rights** (see attached)

Internal Auditor: Our internal auditor is Joanne Monks, Clerk of Delamere and Oakmere Parish Council.

Explanation of variances of over £100 or greater than 10%:

Box 2: Variation below above limit

Box 3: Variation – decrease £23 due to:

Decrease in council tax reduction scheme grant -23 (23 to 0)

Box 6: Variation – increase of £122 including:

Increase in insurance	50	(168 to 218)
Increase in subscriptions	72	(108 to 180)
Increase in wreath cost	9	(41 to 50)
Increase in website	20	(0 to 20)
Increase in defibrillator pads	25	(0 to 25)
Increase in planning consultant	35	(290 to 325)
Decrease in grants made	-100	(100 to 0)
Increase in VAT	11	(58 to 69)

Fixed Asset Register:

1x Parish Council wood Notice Board £650 (valued at cost, purchased Nov'16)

Poors Land Charity:

The parish councillors are trustees for a very small local Poors Land charity which owns two fields in Oscroft which give an annual rental income.

The external auditor has previously asked for this to be put as N/A in The Annual Governance Statement section referring to Trust Funds. It was put there 2 years ago and I was not asked to change it.

From our understanding the Parish Council is not in charge of the charity, but rather the trustees are in charge of it, who just happen to be the Parish Councillors.

Annual Internal Audit Report 2018/19

MOULDWORTH 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 2019.

The internal audit for 2018/19 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 <u>accounting records</u> have been properly kept throughout the financial year.	✓		
B. This authority complied with its <u>financial regulations</u> , payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority <u>assessed the significant risks</u> to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The <u>precept or rates</u> requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected <u>income</u> was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. <u>Petty cash payments</u> were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. <u>Salaries to employees and allowances to members</u> were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			N/A NO PAID EMPLOYEES
H. <u>Asset and investments registers</u> were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account <u>reconciliations</u> were properly carried out.	✓		
J. <u>Accounting statements</u> 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 <u>authority certified itself as exempt</u> from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	✓		
L. During summer 2018 this authority has correctly provided the proper opportunity for the <u>exercise of public rights</u> in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) <u>Trust funds</u> (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).

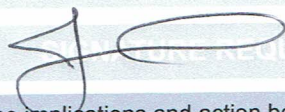
Date(s) internal audit undertaken

Name of person who carried out the internal audit

26/04/2019

JOANNE MONKS

Signature of person who carried out the internal audit



Date 26/04/2019

*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 2018/19

We acknowledge as the members of:

MOULDSWORTH 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 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for <u>effective financial management</u> 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 <u>adequate system of internal control</u> 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 <u>non-compliance with laws</u> , 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 <u>exercise of electors' rights</u> 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 <u>assessment of the risks</u> facing this authority and took <u>appropriate steps</u> 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 <u>system of internal audit</u> 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 <u>all matters raised</u> 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 <u>financial impact on this authority</u> 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.
9. (For local councils only) <u>Trust funds</u> 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
			N/A

*For any statement to which the response is 'no', an explanation should be published

This Annual Governance Statement was approved at a meeting of the authority on:

29/04/2019

and recorded as minute reference:

2019/016

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

Chairman

G.S. Jones

Clerk

[Signature]

Section 2 – Accounting Statements 2018/19 for

MOULDSWORTH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	16287	16792	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	1597	1562	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	23	0	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	0	0	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1115	1238	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	16792	17116	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	16792	17116	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	NIL	650	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	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 2019 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

Charwell MARTIN GARRETT

Date

22/04/2019

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

29/04/2019

as recorded in minute reference:

2019/016

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

G Jones

Certificate of Exemption – AGAR 2018/19 Part 2

To be completed 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 2019, 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 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

MOULDSWORTH PARISH COUNCIL

certifies that during the financial year 2018/19, 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 2018/19:

£ 1562

Annual gross expenditure for the authority 2018/19:

£ 1237

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 2015
- In relation to the preceding financial year (2017/18), 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 a copy submitted to the external auditor **either** by email **or** by post (not both).

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 1 July 2019. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

[Signature] MARTIN GARNETT

Date

22/04/2019

Signed by Chairman

[Signature]

Date

22/04/2019

Email

garnett@btinternet.com

Telephone number

0792 9999 150

*Published web address

www.mouldsworth.org.uk

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor.

MOULDSWORTH PARISH COUNCIL

Summary Receipts & Payments Account for the year ended 31st March 2019

	<u>2017/18</u>	<u>Receipts</u>	<u>2018/19</u>	<u>Variance</u>
	1620.00	Precept	1562.00	-58.00
	0.00	Bank Interest	0.00	0.00
	0.00	Others	0.00	0.00
	0.00	New homes bonus	0.00	0.00
	0.00	Vat Refund	0.00	0.00
	<u>1620.00</u>	Total Receipts	<u>1562.00</u>	-58.00
		<u>Payments</u>		<u>Variance</u>
	0.00	Postages/Stationary	0.00	0.00
	168.00	Insurance	218.00	50.00
	107.85	Subscriptions	180.36	72.51
Sec 214 payments	350.00	AshtonHayes pcc burial ground	350.00	0.00
Sec 137 payments	41.20	Rememberance Day wreath	50.00	8.80
	0.00	Election expenses	0.00	0.00
	0.00	Audit Fees (ex VAT)	0.00	0.00
	0.00	Website	19.98	19.98
Sec 137 payments	0.00	Village Hall defibrillator pads	25.00	25.00
	0.00	Chalc workshop	0.00	0.00
	290.00	Planning consultant - Cass Assoc	325.00	35.00
Sec 137 payments	100.00	Gifts:	0.00	-100.00
	58.00	VAT	69.00	11.00
	<u>1115.05</u>	Total Payments	<u>1237.34</u>	122.29
	504.95	Surplus/Deficit	324.66	

GENERAL PURPOSES FUND

		£
Balance at 1/4/18		16791.77
Total Receipts as above	1562.00	
Total payments as above	1237.34	324.66
Balance at 31/3/19		17116.43

REPRESENTED BY :-


	£
Barclays Bank Community Account at 31.3.19	17116.43

The above statement fairly represents the financial position of the Parish Council as at 31st March 2019, and reflects its receipts and payments during the year.

Approved by Parish Council



 Chairman

29.4.19


 Responsible Financial Officer

Supporting Notes

The Council has one Asset (notice board).
 The Council has no Leases, Borrowings or Debts.
 There are no reserves or contingent liabilities and no pensions are paid.
 No Agency Work or Advertising and Publicity were undertaken during the year.
 The council owns no property.

Sec 137 payments The limit for spending under sec 137 of the Local Government Act, 1972 for this council in the year of account was £875 (250 electors x £3.50) and payments made were :-

Rememberance Day wreath	50.00
Defibrillator pads	25.00
	<u>£75.00</u>

MOULDSWORTH PARISH COUNCIL 2018/19 Accounts and Bank reconciliation

Receipts :-		Precept	Double Tax	Interest	Sundry	Vat	Total
2018	Apr 5	1562.00					1562.00
	Apr 10	0.00					0.00
			0.00				0.00
2018		1562.00	0.00	0.00	0.00	0.00	1562.00

Expenditure		Cq No	Admin	Insurance	Subs	Sec 137	Sec 214	Election	Audit Fees	Vat	Total
2018	Apr 3	DD			35.00					0.00	35.00
	June 1	234		218.00						0.00	218.00
	Sept 20	235				25.00				0.00	25.00
	Oct 1	237	19.98							4.00	23.98
	Oct 5	236					350.00			0.00	350.00
	Nov 30	241			20.00					0.00	20.00
	Dec 6	243				50.00				0.00	50.00
2019	Jan 16	242				90.36				0.00	90.36
	Jan 28	244				325.00				65.00	390.00
	Mar 29	DD			35.00					0.00	35.00
		#	0.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	1237.34

Bank Balance:		2018	2019
Apr 01	Bank balance START	16791.77	17116.43
	Total Receipts	1562.00	
	Total Payments	1237.34	
Mar 31	Bank balance END	324.66	

Internal Auditor: *Joanne News*

Treasurer: *Dyanette*

Chairman: *G. Jones*

Date: 29/4/19

Smaller authority name: MOULDSWORTH PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>29 APRIL 2019</u> (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it 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 2019, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>MARTIN GARNETT, TREASURER M.P.C.</u> <u>MOULDSWORTH HOUSE, CHAPEL LANE, M</u> <u>01928 740316</u></p> <p>commencing on (c) <u>Monday 17 June 2019</u></p> <p>and ending on (d) <u>Friday 26 July 2019</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> 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. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 1 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e) <u>MARTIN GARNETT</u> <u>TREASURER. M.P.C.</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(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</p> <p>(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</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>