Budget for 2017/18

Description	Budget for Year 2017/2018	Income/ Expenditure as at 01/04/2017	Budget Remaining to 31/03/17	Proposed Budget for Year 2018/2019	Forecast for Year 2019/2020	Forecast for Year 2020/2021
Receipts						
Allotments	1,100	0	1,100	1,122	1,144	1,167
Cemetery	500	0	500	741	756	771
Wayleaves	110	0	110	112	114	116
VAT Refund	2,000	0	2,000	2,000	2,000	2,000
Other	0	0	0	0	0	0
Precept	44,000	0	44,000	45,000	44,000	40,000
Total	**47,710**	**0**	**47,710**	**48,975**	**48,014**	**44,054**
Payments						
Meeting Room Hire	600	0	600	612	624	636
Clerk's Salary	11,150	0	11,150	11,373	11,600	11,832
Clerk Expenses	880	0	880	898	916	934
Clerk's Mileage	400	0	400	408	416	424
NI - Employers Contributions	350	0	350	357	364	371
Pension - Employers Contributions	250		250	255	260	265
Stationery/Stamps	500	0	500	510	520	530
Telephone/Broadband	500	0	500	510	520	530
Computer/IT Equipment	100	0	100	102	104	106
Book	125	0	125	128	131	134
Training/Courses	300	0	300	306	312	318
Advertising	0	0	0	0	0	0
Insurance Premium	1,000	0	1,000	1,020	1,040	1,061
Audit Fees	350	0	350	357	364	371
Website/IT	110	0	110	112	114	116
Open Spaces Grasscutting	5,225	0	5,225	5,330	5,437	5,546
Parish Meadows: - General Maintenance	2,000	0	2,000	2,040	2,081	2,123
- Capital Projects	10,000	0	10,000	10,200	10,404	5,000
- Play Area Inspection	200	0	200	204	208	212
Village Green	100	0	100	102	104	106
Bus Shelters: - Repair	100	0	100	102	104	106
- Cleaning	360	0	360	367	374	381
Footpaths (clearing, etc)	0	0	0	0	0	0
Cemetery - Rates	155	0	155	158	161	164
- Miscellaneous	100	0	100	102	104	106
Allotments - Water	420	0	420	428	437	446
- Miscellaneous	680	0	680	694	708	722
Grants/Donations(s.137)	1,000	0	1,000	1,020	1,040	1,061
Notice Boards	700	0	700	714	728	743
Elections	350	0	350	357	364	371
Trees/Chilwood	4,000	0	4,000	4,080	2,000	2,000
Parks & Open Spaces - Miscellaneous	100	0	100	102	104	106
Coach Pool	150	0	150	153	156	159
Bins	500	0	500	510	520	530
Bank Charges	100	0	100	102	104	106
Contingencies		0	0	0	0	0
Subscriptions	500	0	500	510	520	530
Professional Advice	0	0	0	0	0	0
Parish Maintenance	1,000	0	1,000	1,020	1,040	1,061
VAT Recoverable	3,000	0	3,000	3,060	3,121	3,183
Total Payments	**47,355**	**0**	**47,355**	**48,303**	**47,104**	**42,390**
Total Receipts	47,710	0	47,710	48,975	48,014	44,054
Balance	**355**	**0**	**355**	**672**	**910**	**1,664**

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Iron Acton 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.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

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

13.06.18

dated 18/6/18.

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

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.ironactonparishcouncil.com.

Section 2 – Accounting Statements 2017/18 for

Iron Acton 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	41,661	32,265	*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	24,000	44,389	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	18,710	11,2,32	*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	10465	14307	*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	41,641	53,478	*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	32265	20101	*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	32265	20101	*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	40090	40090	*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	0	0	*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.*
			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

D Ford

Date 16.6.18

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

16.6.18.

and recorded as minute reference:

13.06.18

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

R D Lomas

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **Iron Acton Parish Council AV0064**

1 Respective responsibilities of the body and the auditor

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 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

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

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

3 External auditor certificate 2017/18

We 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 2018

We do not certify completion because:

We must complete our review work before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature	PKF Littlejohn LLP	Date	28/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

PKF Littlejohn LLP

PKF

Accountants & business advisers

Final External Auditor Report and Certificate 2017/18 in respect of Iron Acton Parish Council – AV0064

Respective responsibilities of the body and the auditor

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 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report 2017/18

On 28/09/18 we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2018. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review. The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £44,000 and £11,621 respectively. All non-precept income should be shown in Box 3, as per the guidance notes on the AGAR.

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

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2018/19 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2018/19 and ensure that it makes proper provision for the exercise of public rights during 2019/20.

External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

PKF Littlejohn LLP

PKF Littlejohn LLP
30/09/18

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