

GREAT WARFORD PARISH COUNCIL

Payments - 2016/17

Date	Payment (ex. VAT)	VAT that can not be recovered	Purpose
11-Apr-16	5.50	0.00	Street Lighting Electricity (1 Month)
11-May-16	5.32	0.00	Street Lighting Electricity (1 Month)
18-May-16	35.00	0.00	Data Protection Registration
18-May-16	1,559.31	0.00	Purchase of Street Lighting Column
18-May-16	284.70	0.00	Annual Affiliation Fee 2016/17 - ChALC
18-May-16	421.30	0.00	Insurance Premium 2016/17
18-May-16	20.00	0.00	Room Hire
18-May-16	135.00	0.00	Internal Audit 2015/16
11-Jun-16	5.50	0.00	Street Lighting Electricity (1 Month)
15-Jun-16	875.00	0.00	Contribution to purchase of Defibrillator
11-Jul-16	5.32	0.00	Street Lighting Electricity (1 Month)
20-Jul-16	200.06	0.00	Village Picnic Expenses
20-Jul-16	289.38	0.00	Village Picnic Expenses
20-Jul-16	36.00	0.00	Village Picnic Expenses
20-Jul-16	40.00	0.00	Room Hire
20-Jul-16	100.00	0.00	Village Picnic Expenses
17-Sep-16	0.00	0.00	External Audit 2015/16
21-Sep-16	20.00	0.00	Village Picnic Expenses
21-Sep-16	160.70	0.00	Defibrillator Electricity Meter
21-Sep-16	7.50	0.00	Member Expenses
21-Sep-16	40.00	0.00	Room Hire
20-Oct-16	11.00	0.00	Street Lighting Electricity (1 Month)
21-Oct-16	6.18	0.00	Street Lighting Electricity (1 Month)
11-Nov-16	6.38	0.00	Street Lighting Electricity (1 Month)
16-Nov-16	20.00	0.00	Room Hire
16-Nov-16	41.65	0.00	Village Picnic Expenses
11-Dec-16	6.18	0.00	Street Lighting Electricity (1 Month)
12-Jan-17	6.38	0.00	Street Lighting Electricity (1 Month)
17-Jan-17	20.00	0.00	Room Hire
17-Jan-17	1,023.89	0.00	Clerk's salary
17-Jan-17	255.80	0.00	Employee Income Tax
17-Jan-17	11.67	0.00	Village Maintenance
17-Jan-17	28.25	0.00	Chairman's Badge Update
17-Jan-17	10.00	0.00	Web domain fee
13-Feb-17	6.38	0.00	Street Lighting Electricity (1 Month)
11-Mar-17	5.77	0.00	Street Lighting Electricity (1 Month)
15-Mar-17	40.00	0.00	Room Hire
15-Mar-17	1,050.68	0.00	Clerk's salary
15-Mar-17	262.60	0.00	Employee Income Tax
15-Mar-17	13.06	0.00	Village Picnic Expenses
15-Mar-17	200.00	0.00	Donation - North West Air Ambulance
15-Mar-17	300.00	0.00	Maintenance - Lindow End
15-Mar-17	300.00	0.00	Website fees

GREAT WARFORD PARISH COUNCIL

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

GREAT WARFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	8,039	10,768	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	4,600	4,600	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,641	1,961	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	2,288	2,593	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 smaller authority's borrowings (if any).
6. (-) All other payments	3,224	5,759	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	10,768	8,977	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	10,768	8,977	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	9,403	10,987	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	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 acts as sole trustee for and is responsible for managing Trust funds or assets. <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 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

26/04/2017

I confirm that these accounting statements were approved by this smaller authority on:

17/05/2017

and recorded as minute reference:

18/17

Signed by Chair at meeting where approval is given:

GREAT WARFORD PARISH COUNCIL

CASH/BANK RECONCILIATION AS AT - 31 March 2017

CASH

Balance Brought Forward 01/04/16	
Community Account	7,597.22
Business Saver Account	3,170.97
Plus Receipts	6,560.83
	17,329.02
Less Payments	8,351.65
Balance Carried Forward 31/03/17	8,977.37

BANK (Barclays)

Business Premium Account	4,818.93		31/03/17
Add income/transfer received since above Statement			
	0.00		
Less unrepresented cheques			
	0.00		
	0.00	4,818.93	31/03/17
 Community Account	 4,171.50		 31/03/17
Add income received since above Statement			
	0.00		
	0.00		
Less unrepresented cheques/ Transfer			
Approved	-13.06		
		-13.06	
		4,158.44	31/03/17
Total Bank Balances 31/03/17		8,977.37	

GREAT WARFORD PARISH COUNCIL

VARIATIONS - 2016/17

<u>Box 1</u>	+	2,729	2015/16 - Unbudgeted receipts: Transparency Code Grant £1,409 , Interest £2, Grants £63, Picnic Funds £1,287, VAT reclaim £300, Police security initiative (Operation Shield) £580 2015/16 - Overspend on budget for Transparency Code - (£500) 2015/16 - Overspend on budget for Police security initiative - (£522) 2015/16 - Underspend in general budget items - £169 2015/16 - Net decrease in budgeted balance - (£59)
<u>Box 2</u>		Nil	
<u>Box 3</u>	-	1,680	Decrease in Grant receipts (Transparency Code) - (£1,409) Decrease in receipts for Police security initiative - (£580) Decrease in VAT reclaim - (£100) Decrease in Village Picnic receipts - (£160) Increase in Grants - £569
<u>Box 4</u>	+	305	Appointment of new Clerk on revised employment terms.
<u>Box 5</u>		0	
<u>Box 6</u>	+	2,534	Overall decrease in General Administration - (£84) Decrease in Transparency Code Compliance - (£500) Decrease for Police security initiative - (£522) Increase in asset purchase & management costs - £1,512 Increase in defibrillator costs - £1,036 Increase in Village Picnic expenses - £698 Increase in s.137 payments - £125 Increase in VAT - £269
<u>Box 7</u>	-	1,791	Unbudgeted receipts: Grants £632 , Interest £2, Picnic Funds £1,126, VAT reclaim £201, Overspend on budget for Clerk's Salary - (£305) Underspend on general administration - £238 Overspend on s.137 donations - (£172) Overspend on Parish Maintenance & Assets - (£2,335) Overspend on Village Picnic Expenses - (£698) VAT payments - (£480)
<u>Box 8</u>	-	1,791	As per box 7
<u>Box 9</u>	+	1,584	Purchase of street lighting column - £1,559 Purchase of Chairman's Badge of Office Bar - £25
<u>Box 10</u>		Nil	

GREAT WARFORD PARISH COUNCIL

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

GREAT WARFORD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
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 smaller authority to conduct its business or on 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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has 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 smaller 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.
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	NA
			✓
			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 smaller authority on:

17/05/2017

and recorded as minute reference:

16/17

Signed by Chair at meeting where approval is given:

[Signature]

Clerk:

[Signature]

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

GREAT WARFORD PARISH COUNCIL

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

Great Warford Parish Council

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller 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.	N/A	No petty cash held	
G. Salaries to employees and allowances to members were paid in accordance with this smaller 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) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable ✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit [Redacted] Date 7/5/2017

*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, internal audit must explain why not (add separate sheets if needed).

GREAT WARFORD PARISH COUNCIL

Parish Council Membership - 2016/17

Cllr Diana Allman - Chairman
Cllr Peter Halman - Vice Chairman
Cllr Mari Gale (Resigned: September, 2016)
Cllr Laureen Roberts
Cllr Martyn Read
Cllr Chris Sweetman
Cllr Brian Thompson (Co-opted: March, 2017)
Cllr Graham Tuke

Councillor Responsibilities - 2016/17

Great Warford Parish Council does not operate a Committee system.

Public Land & Building Assets - 2016/17

Great Warford Parish Council does not hold any land or building assets.