

COLLINGHAM *Parish Council*

ANNUAL RETURN for the year ended 31 March 2018

Section 1 - Annual Governance Statement 2017/18

1. *We have put in place arrangement for effective financial management during the year and for the preparation of the accounting statements.*

Evidence:

- The accounting statements are prepared in accordance with the Accounts and Audit regulations. Copies have been circulated to all members. Hard copies are provided on request.
- Links to Governance and Accountability - a Practitioner's Guide (G & A) are circulated to all members, both new editions and updates. Hard copies are provided on request. Accounting documents are checked against G & A regulations and proper practice when changed or designed.
- The annual budget is discussed December /January in preparation for the setting of the precept.
- The budget is monitored against actual performance during the year and virements approved by the Parish Council prior to expenditure being made in excesses of the original budget code.
- Bank reconciliation is produced each month and is approved by two members of the council, before being presented to the next full council meeting. All supporting records and documentation are available for councillors and public to view at each and every meeting or upon request.
- Regular discussions are undertaken to ensure that monies are invested appropriately and in different financial institutions to minimize risk.
- Account statements are prepared accurately and timely in compliance with statutory obligations and proper practices and are evidenced with the monthly reconciliations

2. *We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.*

Evidence:

- The Parish Council have appointed the Parish Clerk as the RFO
- Income and Expenditure is minuted at every Parish Council meeting.
- Direct Debits and Standing Orders agreed annually.
- Three signatories, required for every cheque and voucher. Each voucher is clearly marked with audit trail.
- Bank accounts only set up or closed after approval at meeting and minuted.
- Internet banking is managed in controlled manner. Both types of internet banking have appropriate policy and systems in place.
- An internet banking policy is in place to prevent fraud and was reviewed following the change in main bank provider. The new bank provides better controls for the prevention of error and fraud, with 3 signatories required for each on line transaction
- The Standing Orders and Financial Regulations are reviewed at the Annual Parish Council Meeting each year and changes made as required. If changes are required in the interim due to an issue being identified this is done at the next available Parish Council meeting.
- A Financial risk register has been produced and is reviewed at the Annual Parish Council Meeting. Actions to reduce risk are undertaken as appropriate through the year and the risk register updated accordingly.
- Agreement is sought before transferring amounts from one account to another.

- All bank mandates are agreed prior to being set up or amended and then reviewed annually
- The list of signatories is reviewed at each Annual Meeting. Whilst the section of the Local Government Act 1972 which requires two signatories has now been repealed, Collingham Parish Council has and intends to retain 3 signatories for the foreseeable future. This is also replicated with the internet banking requiring 3 signatories for each transaction.
- The annual appraisal of the Clerk/RFO is carried out in advance of the precept setting and agreed along with any salary increase by the full Parish Council, up to 5 months before being received by the employee.
- Salary and payroll is run through the HMRC website "Basic tools" to ensure that the Parish Council has complied with its statutory duties under employment legislation. In order to meet its pension obligations the Parish Council has agreed its pension provider and has now enrolled its employee in the scheme and performed all statutory duties following the Staging Date in November 2016
- The Parish Council regularly (at least quarterly) submits a VAT claim to the HMRC using form "VAT126"
- The Parish Council maintains an asset register, listing all of the assets in its ownership and for which they are responsible for the maintenance/replacement. This is updated as new assets are acquired, or existing assets are sold or replaced. Any capital receipts are ring fenced as such and spent in accordance with Appendix A of the Local Government Act 2003 Section 16
- The Parish Council has no loans or long term liabilities

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 the council to conduct its business or on its finances.*

Evidence:

- The Parish Council Copy of the "Arnold-Baker on Local Council Administration" is available at each and every meeting. Should a matter be discussed that is outside of the normal remit, the relevant pages will have been noted prior to the meeting and referred to during the meeting as required to ensure that all activities undertaken fall within the Parish Councils powers to act. This also ensures that the Parish Council has not taken any decisions during the year that exceeds its powers or contravenes any law, regulations or proper practices.
- Advice from NALC was sought on many occasions regarding proposals for capital expenditure, arising from revenue paid for sale of land.
- Regular checks on budget; underspends and overspends checked and explained before transfers made.
- There is a review of the Parish Council's Standing Orders and Financial Regulations, amongst other documents, at the Annual Parish Council Meeting in May of each year.
- Internet banking policy to be reviewed annually unless required to be amended sooner due to change in circumstance/banking practice.
- Each agenda requests declarations of personal or prejudicial interests.
- All Councillors have signed Codes of Conduct. Training is provided by NSDC on the Code. It is recommended to all new Councillors that they attend training when it is available.
- The Parish Council does not currently exercise the general powers of competence.

4. *We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations.*

Evidence:

- Notices were displayed for examination of accounts from 5 June 2016 to 14 July 2017 (although published before the Annual Return had been approved – See Item 7 below) and the Notice of Conclusion of Audit was displayed August 2017
- Agendas are displayed on five noticeboards in the Parish, on the website and a copy is sent electronically to Collingham Library and the Newark Advertiser. Minutes are displayed on two noticeboards in the Parish and on the website. These are also available in large print on request. All documents are produced so that they are compatible with assistive technology.

5. *We carried out an assessment of the risk 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.*

Evidence:

- Review of internet banking procedures in December 2015, resulting in some banking being transferred to different provider in 2016. Different policies apply depending on bank account used for payment purposes.
- Review of insurance documents before renewal in September 2017. Meetings and regular phone/email contact with Came & Co, insurers, following sale of land and changes to assets.
- Risk register reviewed at least annually and risks categorized accordingly.

6. *We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.*

Evidence:

- Regular meetings between the Chair of the Parish Council and Parish Clerk before full Parish Council meetings.
- All policies and procedures, circulated to all councillors and where relevant posted to the website.
- Monthly bank reconciliation, signed by two Councillors and then circulated to all councillors and included on each agenda.
- Bank statements are available at each Parish Council meeting for Councillors to check against the reconciliation
- Cashbook available electronically to all Parish Councillors on demand. Parish Council laptop brought to every council meeting for examination by Councillors.
- Internet banking voucher system requires three signatures, as for cheques, and audit trail to minutes written on vouchers.
- Budget monitoring undertaken on regular basis and transfers only made once agreed

7. *We took appropriate action on all matters raised in reports from internal and external audit.*

Evidence:

- Matters were raised in the external audit for the year 2016/2017 with regard to the exercise of public rights in 2015/16 as the notice was published a month before the Annual Return was approved, although the draft had been approved when the notice was published. However the internal audit had not been undertaken and reported to the Parish Council and therefore the Annual Return could not be approved. This requirement has been noted and will not occur again

- Matters were raised in the external audit for the year 2016/2017 with regard Council Tax grant which was recorded in the wrong box – this was the final year of this being received – It has not been possible to record “restated” on the electronic version of the Annual Return for this year other than in a “comments box”, which will not show if printed
- Items raised in the internal audit requiring specific comment were discussed at the 25 May 2017 meeting and are recorded under Agenda item 96d

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.*

Evidence:

- Accounting statements made regarding any liabilities/commitments. Reserves are clearly identified in each reconciliation for long term commitments e.g. CIL and maintenance reserves.
- Grants have been applied for, relating to a number of projects. These will not become an income or a commitment until next financial year 2018/19 and will be recorded at that time.
- Commitments have been made, through expenditure incurred in anticipation of awarded grant funding being received. This is in accordance with the terms of the grant and the income is match funded by the Parish Council.