

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

FLEETCHING 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:

DD/MM/YYYY

Signed by Chair at meeting where approval is given:

SIGNATURE

and recorded as minute reference:

MINUTE REFERENCE

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.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

FLETCHING PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	26 280	27 051	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	21 650	26 129	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3032	8653	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	8511	9320	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	/		Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	15 400	22 245	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	27 051	30 268	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	27 051	30 268	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	257 122	257 122	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			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. N.B. The figures in the accounting statements above do not include any Trust transactions.

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:

SIGNATURE

Date

DD/MM/YYYY

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

FLETCHING PARISH COUNCIL
Internal Audit & Annual Review – 31/03/2017

In accordance with my Internal Audit Plan, Controls and Procedures have been tested, with Fraud and Risk Issues reviewed - these are well managed, as set out in the Governance and Accountability for Local Councils Practitioners' Guide 2017 and meet the needs of the Council. I would only comment by exception. I confirm that I do not have any role within the Council. I will carry out my duties without bias and follow the Public Sector Internal Audit Standards 2012 - to enable the Council to comply with these Standards and the Accounts & Audit Regulations 2015.

For consideration:

1. Insurance – Cyber Crime. The Clerk utilises Internet Banking - it is recommended that cover re Cyber Crime is added to the Schedule. The figure should be representative of the peak Bank Balances expected during the year.
2. Asset Register. This is due for a full Review – the current Clerk has only been in position for a few months and will be carrying this out shortly. There appear to be a number of items that need to be added (Land Parcels, Dog Bins, Notice board).

It seems that the Village Hall has been included in the Council's Assets in the past. It is likely that the Council owns the Freehold, but as it is subject to a Trust, it should be recorded as an Asset of the Trust and the Valuation should not be included in the Annual Return figures.

3. Risk Register/Assessment. The Financial Risks are well-recorded. However, Physical Risks to the Council and Parishioners need to be identified and included in the Risk Document (Grave Stones, Benches etc)



Peter Frost
Peter J Consultants
24/05/2017

Explanation of variances – pro forma

FLETCHING Parish Council

The 'Practitioners' Guide' provides guidance on explaining significant variances. Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Section 2	2015/16 £	2016/17 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	21650	26129	4479	21	
Box 3 Total other receipts	3032	8653	5621	185	A festival was held this year generating additional income of £6224. This was partially offset by £288 less VAT reclaimed, £110 less income from Burial Ground and £150 less in grants received.
Box 4 Staff costs	8511	9320	809	10	
Box 5 Loan interest/ capital repayments	0	0	0	0	
Box 6 All other payments	15400	22245	6845	44	Additional costs this year of £5379 for running a festival, plus additional grants paid out of £1657. This was partially offset by £200 less expense on transport.
Box 9 Total fixed assets & long term investments & assets	257122	257122	-	-	
Box 10 Total borrowings	0	0	0	0	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because N/A				

Bank reconciliation – pro forma

Fletching Parish Council

Financial year ending 31 March 2017

Prepared by Elizabeth Bennett, Clerk + RFO (Name and role)

Date 11/4/17

Balance per bank statements as at 31 March 2017:

£

£

31 377.51

Petty cash float (if applicable)

/

Less: any unpresented cheques at 31 March 2017

B. Dickens
Nice n Tidy
Art Group
S. Sainsbury

- 61.00
- 930.00
- 50.00
- 61.19

Add: any un-banked cash at 31 March 2017

/

Net balances as at 31 March 2017 (Box 8)

30 267.51

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

CASH BOOK:

Opening Balance 1 April 2016 (Prior year Box 8)

27 051.04

Add: Receipts in the year

34 781.86

Less: Payments in the year

- 31 565.39

Closing balance per cash book [receipts and payments book] as at 31 March 2017 (must equal net balances above – Box 8)

30 267.51