

Section 2 – Accounting Statements 2017/18 for

LAVANT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	21576	26616	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	22769	27420	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	27913	21255	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	7777	10588	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	37865	34991	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	26616	29712	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	26616	29712	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	124307	124307	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 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.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

[Signature]

Date 08/05/18

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

08/05/18

and recorded as minute reference:

9. ii MINUTE REFERENCE

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

[Signature] SIGNATURE REQUIRED

Internal Audit for Lavant Parish Council

I certify that I Ellie O’Flanagan have carried out tests in accordance with “Governance and Accountability in Local Councils”. Revised under local Audit and Accountability Act 2014.

I have examined the following documents

Cash Book and Bank Statements and Cheque Books

VAT Workings

Income and Expenditure

Minutes and Agendas

Financial Statements to Members

Clerk and RFO Contract of Employment

Payroll

Fixed Assets Register

Insurance Schedule

Risk Assessment

A - Appropriate Books

A sample of cheques issued and cashed is the norm. **All accounted for correctly and efficiently. The use of online payments through the bank line is becoming more active and I can confirm that a full audit trail is available for all.**

B-Financial Regulations

A Cashbook and Set of Accounts have been maintained. **I am happy that the procedures used including Spreadsheets balances and is an efficient way**

of recording the transactions. Under the new 2014 Act financial records must be available and sent with the minutes to all councillors but I feel the cashbook is a document that should be kept by the RFO (Clerk) and is not required to be distributed to councillors, but can be viewed on request. This note is the same as last year, it stands. Cllr Ladds is still providing information to Councillors, which they enjoy BUT this is not part of the requirement of Financial Reporting and should not be issued to members of the public and thus should not be added to the website.

C-Risk Assessment A New Risk Assessment policy was available. **All the hard work was carried out last year, but don't let this become a standing order. It needs to be reviewed quarterly. It is a working document. This is the second year of this note. It really needs to be a working document.**

D - Budgets - All adequate.

E- Income and Expenditure - All correct and accounted for. **All Variances accounted for with Folio and Minute numbers.**

F-Petty Cash - NOT APPLICABLE

G-Salaries and PAYE -The Employment Contract for the Clerk and RFO is taken from NALC and is thus correct and to a standard. Salaries are prepared by WSCC.

H-Fixed Assets The Fixed Assets register is up to date. **New Purchase of Tractor added. VAT has been accounted for at point of purchase and not quarterly per the loan schedule.**

I-Bank Recs - Carried out correctly and regularly.

J-Accounts Annual Return - I have carried out the internal audit and signed accordingly. **Section 1 and 2 can be completed and Minuted at your meeting in May. The internal audit has to be completed within the timeframe to the External Auditor.**

My responsibility to you is transparency and to provide support and suggestions for the coming year.

The remit is to also ensure an external audit is completed without issues by ensuring variances are fully explained and detailed. LPC is a very active Council and whilst the business owners amongst you find some of the rules petty they have been created over the years to protect councils and their precept.

After many years 2017/2018 has, in place, the forms and procedures to make an internal audit more

of a belt and braces exercise rather than that of procedural advice.

But, I would suggest, again, that training is completed by councillors, new and existing and if a new Chairman is appointed, that councillor attend the New Chairman course. There is also a Budget Planning and Finance course, if anyone is interested on the Finance sub committee



Notice of Public Rights and publication of unaudited Annual Return Accounts for the year ended 31st March 2018

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement: 22nd May 2018
2. Each year the smaller authority's Annual Return needs to be reviewed by an external auditor appointed by the Smaller Authorities Audits Appointments (SAAA). The unaudited annual return has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.
Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit 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 31st March 2018 these documents will be available on reasonable notice by application to:

The Parish Clerk (details below).

Commencing on: 4th June 2018

And ending on: 13th July 2018

3. Local government electors and their representatives also have:
 - 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 Lavant Parish Council

The appointed auditor can be contacted at the address in Paragraph 4 below for this purpose between the above dates only.

4. Lavant Parish Council's Annual Return is subject to a review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Practice 2015. The appointed auditor is:

Moore Stevens, Rutland House, Minerva Business Park, Lynch Wood, Peterborough PE6 2PZ

5. This announcement is made by I. Whitaker, Clerk and RFO to Lavant Parish Council