

# Millington cum Givendale Parish Council

Report by the Clerk

## AUDIT OF ACCOUNTS 2016/17 INCLUDING DRAFT ANNUAL RETURN AND DRAFT ANNUAL GOVERNANCE STATEMENT

### 1. Introduction

1.1. The external auditors PKF Littlejohn LLP have provided the audit packs for the 2016/17 audit and require that the Annual Return will have to be submitted before 12th June 2017. The Annual Return will need to be approved at the Annual Meeting of the Council in May 2017. To facilitate this it is intended to forward the accounts to the Internal Auditor as soon as possible (prior to the next meeting). Attached is a copy of the information set out below relating to the accounts for 2016/17 as projected to 31st March 2017 for Members' approval:

A – Income (Receipts) Account

B – Payments Account

C – Draft Summary Receipts and Payments Account statement

D – Draft Receipts and Payments Statement

E – Bank Reconciliation Statements (draft 31st March 2016)

F – Section 1 - Annual Governance Statement

G – Section 2 - Draft Annual Return

H – Statement of Variances

### 2. Overall Position

2.1. Overall, the draft accounts indicate that Council will make a surplus of £35.93 in the year. Details are set out in the draft Summary Receipts and Payments Account statement enclosed (Appendix D).

2.2. Details of Income and Expenditure are attached (Appendices A and B respectively)

2.3. The Council operates a receipts and payments accounting system and therefore any income or expenditure after 31st March 2017 is regarded as taking place in the following year. A draft Receipts and Payments statement is also attached (Appendix D)

### 3. Balances at 31st March 2017

3.1. A draft bank reconciliation statement as at 31st March 2017 is attached (Appendix E) showing an anticipated balance of £1729.24.

### 4. Annual Return and Annual Governance Statement

4.1. The opportunity is taken to submit a draft Annual Governance Statement for information (Appendix F) together with a draft of the Annual Return (Appendix G) prior to being submitted formally to the meeting to be held in May 2017.

### 5. Decision Required

5.1. To approve, subject to any amendments at the meeting, the draft accounts for 2016/17 for submission to Internal Audit.

Judith Roberts  
Clerk to the Council  
29th March

## Receipts

Date	Details	Precept	Interest	Rents	Allotments	Grants	Miscellaneous	Vat	Amount
28/4/16	ERYC Precept	£2130.00							£2130.00
13/5/16	Allotment Fees				£48.73				£48.73
6/6/16	Bus Saver Interest		£0.10						£0.10
15/7/16	Refund from J Cheney (Overpayment of Queen's B'day Celebration)						£3.98		£3.98
2/8/16	Transparency Code Grant					£331.62			£331.62
5/9/16	Bus Saver Interest		£0.10						£0.10
24/11/16	Allotment Fees		£2.94						£2.94
5/12/16	Bus Saver Interest		£0.10						£0.10
									£0.00
<b>Total</b>		£2130.00	£3.24	£0.00	£48.73	£331.62	£3.98	£0.00	£2517.57

# MILLINGTON CUM GIVENDALE PARISH COUNCIL

B

## Payments

Dates	Cheque No	Details	Vat No	Salary	Admin	Facilities	Property	S137	Misc	Amount (excl VAT)	Vat	Total	Cleared	Comment
10/5/16	100535	Millington Village Hall Hire			£30.00					£30.00		£30.00		
10/5/16	100536	ERNLLCA			£206.14					£206.14		£206.14		
10/5/16	100537	ERVAS			£10.00					£10.00		£10.00		
10/5/16	100538	ACON Insurance			£401.09					£401.09		£401.09		
10/5/16	100539	Easily Domain Supplier - (Reimburse J Roberts)			£32.20					£32.20		£32.20		
14/6/16	100540	Street Party (Reimburse Jill Cheney Total £90.32)			£0.00					£0.00		£0.00		
14/6/16		Aldi	813053468					£20.25		£20.25	£2.16	£22.41		
14/6/16		E-Bay						£63.93		£63.93		£63.93		
14/6/16		Overpayment error							£3.98	£3.98		£3.98		
5/7/16	100541	Clerk's Salary		£538.95						£538.95		£538.95		
5/7/16	100542	HMRC		£110.40						£110.40		£110.40		
5/7/16	100543	Pat Traile ( Internal Audit Fees)			£25.00					£25.00		£25.00		
5/7/16	100544	HMRC (Overdue Tax from 2014/15)		£79.20						£79.20		£79.20		
5/7/16	100545	Strimmer Line (Reimburse J Roberts)				£13.90				£13.90		£13.90		
13/9/16	100546	Millington Village Hall Hire			£40.00					£40.00		£40.00		
13/9/16	100547	ERVAS			£5.00					£5.00		£5.00		
4/10/16	100548	Robert Willoughby ( Reimburse Yorkshire Day Expenses						£28.00		£28.00		£28.00		
1/11/16	100549	Clerk's Salary		£307.05						£307.05		£307.05		
1/11/16	100550	Millington Village Hall Hire			£40.00					£40.00		£40.00		
6/12/16	100551	HMRC		£52.20						£52.20		£52.20		
6/12/16	100552	Mr & Mrs Cargill (refund of Allotment fees)							£2.94	£2.94		£2.94		
7/2/17	100553	Millington Village Hall Hire			£40.00					£40.00		£40.00		
7/3/17	100555	Clerk's Salary		£307.05						£307.05		£307.05		
7/3/17	100556	HMRC		£52.20						£52.20		£52.20		
7/3/17	100557	Clerk's Expenses			£70.00					£70.00		£70.00		
Totals			£0.00	£1447.05	£899.43	£13.90	£0.00	£112.18	£6.92	£2479.48	£2.16	£2481.64		

Year Ending	Current
31 Mar 2016	31st Mar 2017
£	£
<b>Receipts</b>	
£1998.00 Precept	£2130.00
£50.00 Rents	£0.00
£48.67 Allotments	£48.73
£925.00 Grants	£331.62
£0.00 Other Receipts	£3.98
£0.41 Interest	£3.24
£118.82 VAT	£0.00
<b>£3140.90</b>	<b>£2517.57</b>
<b>Payments</b>	
£1273.42 Staff Salaries	£1447.05
£908.68 General Administration	£899.43
£0.00 S137 Payments	£112.18
£90.00 Facilities	£13.90
£438.32 Property	£0.00
£0.00 Other Payments	£6.92
£105.67 VAT	£2.16
<b>£2816.09</b>	<b>£2481.64</b>

## Receipts &amp; Payments Accounts

Year Ending 31/03/2016		Current Year Ending 31st Mar 2017
£		£
<b>Receipts</b>		
£1998.00	Precept	£2130.00
£50.00	Rents	£0.00
£48.67	Allotments	£48.73
£925.00	Grants	£331.62
£0.00	Other Receipts	£3.98
£0.41	Interest	£3.24
£118.82	VAT	£0.00
<b>£3140.90</b>		<b>£2517.57</b>
<b>Payments</b>		
£1273.42	Staff Salaries	£1447.05
£908.68	General Administration	£899.43
£0.00	S137 Payments	£112.18
£90.00	Facillities	£13.90
£438.32	Property	£0.00
£0.00	Other Payments	£6.92
£105.67	VAT	£2.16
<b>£2816.09</b>		<b>£2481.64</b>
<b>RECEIPTS &amp; PAYMENTS SUMMARY</b>		
£1368.50	General Fund brought forward 1st April 2016	£1693.31
£324.81	Net income/expenditure as shown above	£35.93
£1693.31	Fund balance carried forward st 31st March 2017	£1729.24
<b>These cumulative funds are represented by :-</b>		
£2524.33	Business Current Account 31/3/17	£1065.48
£1616.68	less unrepresented cheques	£122.20
£785.66	Business Savings Account	£785.96
<b>£1693.31</b>		<b>£1729.24</b>
£1293.31	General Reserve	£1329.24
£400.00	Neighborhood Plan Fund	£400.00
<b>£1693.31</b>		<b>£1729.24</b>

**Bank Reconciliation at 31st March 2017**

	£
Balance brought Forward	£1693.31
Add Receipts to 31st March	£2517.57
	£4210.88
Deduct Payments for year (per bank a/c)	£2481.64
Balances at 31st March 2016	<b>£1729.24</b>
Balances as per Statements	
Business Current Account as at 31st March	£1065.48
Business Saving Account as at 31st March	£785.96
Uncleared Cheques	£122.20
	<b>£1729.24</b>

**Bank reconciliation - pro forma****Millington cum Givendale Parish Council**

Financial year ending 31 March 2017

Prepared by Judith Roberts, Clerk to the Council/Responsible Financial Officer (Name and role)

Date 6th April 2017

Balance per bank statements as at 31 March 2017

	£	£
a/c business current account	1,065.48	
a/c business saver account	785.96	
		1,851.44
Petty cash float (if applicable)		-
Less: any unpresented cheques at 31 March 2017		
cheque no. 100556	£52.20	
cheque no. 100557	£70.00	
		122.20
Add: any unbanked cash at 31 March 2017	0.00	
		0.00
Net balances as at 31 March 2017		1,729.24

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

**CASH BOOK:**

Opening balance 1 April 2016	1,693.31
Add: receipts in the year	2,517.57
Less: Payments in the year	2,481.64
Closing balance per cash book [receipts and payments book] as at 31 March 2017 (must equal net balances above) at 31st March 2017	1,729.24

## Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

MILLINGTON COM CIVENDALE

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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

\*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:

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	1369	1693	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	1998	2130	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1143	388	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	1273	1447	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	1543	1035	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	1693	1729	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	1693	1729	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2044	1614	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. 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:

Date

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

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

## Explanation of variances - pro forma for local councils

Millington cum Givendale Parish Council

The NALC/SLCC 'Practitioners' Guide 2010' (paragraph 2.15 onwards) provides guidance on explaining significant variances. Please provide explanations for the following:

- variances of more than 15% between totals for individual boxes (except variations of less than £200);
- any changes where there is movement to or from zero; and
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

Section 1	2015/16	£	2016/17	£	Variance £	Variance %	Detailed explanation of variance (with amounts £)
<b>Box 1</b> Balances brought forward	1,369		1,693		325	23.73	Funding for compliance with Transparency code not completely spent at Mar 31st '16
<b>Box 2</b> Precept	1,998		2,130		132	6.61	
<b>Box 3</b> Other receipts	1,143		388		-755	-66.09	2015/16 council received £925 from the Transparency code grant, this year only £332 was received. Also, in 2015/16 £120 VAT refund received. For 2016/17 no VAT has been reclaimed.
<b>Box 4</b> Staff costs	1,273		1,447		174	13.67	
<b>Box 5</b> Loan interest/ capital repayments	0		0		0	0.00	
<b>Box 6</b> Other Payments	1,543		1,035		-508	-32.95	Computer property £438 was purchased in 2015/16. For 2016/17 no property has been purchased
<b>Box 7</b> Balances carried forward	1,693		1,729		36	2.14	
<b>Box 8</b> Cash and short term investments	1,693		1,729		36	2.14	
<b>Box 9</b> Fixed assets & long term assets	2,044		1,614		-430	-21.04	Projector value restated to £1 (gift) from £250. Grass trimmer disposed off, value on register £180.
<b>Box 10</b> Borrowings	0		0		0	0	