

## Internal Audit & Annual Return.

### 1. Internal Auditor's Report.

		Chidecock Parish Council – Internal Audit 2018/19			
Internal Control Objective		Yes	No	Not Covered	
A	Appropriate accounting records have been properly kept throughout the financial year	1) Is cash book maintained and up to date?	X		
		2) Is cash book mathematically correct?	X		
		3) Is cash book regularly balanced?	X		
B	This authority complied with its financial regulations, payments were supported by invoices all expenditure was approved and VAT appropriately accounted for.	1) has Council formally adopted standing orders and financial regs	X		
		2) has responsible Financial Officer been appointed with specific duties?	X		
		3) have several quotes been obtained where appropriate?	X		
		4) are payments supported by invoices, authorised and minuted?	X		
		5) has VAT on payments been correctly recorded and reclaimed?	X		
		6) is Section 137 expenditure recorded and within limits?			None to my knowledge
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	1) Do minutes identify unusual activity?		X	
		2) Do minutes show Council carried out annual assessment?	X		
		3) Is insurance cover appropriate and adequate?	X		
		4) Are internal financial controls documented & regularly reviewed?	X		
D	The precept or rates requirement resulted from an adequate budgetary process; progree against budget was regularly monitored; and reserves were appropriate	a) Has Council prepared annual budget in support of precept?	X		
		b) Is expenditure against the budget regularly reported to Council?	X		
		c) Are there any significant unexplained variances from the budget?		X	
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	a) Is income properly recorded and promptly banked?	X		
		b) Does precept shown in books agree with notification from Local authority?	X		
		c) Are security controls over cash adequate?	X		
		d) Is VAT correctly reserved in books?	X		

F	Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for:	a) Is all cash spent recorded and supported by valid VAT receipts?		No petty cash held	
		b) Is petty cash reimbursement carried out regularly?			
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI	a) Do salaries paid agree with those approved by Council?	X		
		b) Has PAYE/NIC been properly calculated and paid to HMRC?	X		
H	Asset and investments registers were complete and accurate and properly maintained.	a) Does the Council keep an asset register?	X		
		b) Is the register up to date?	X		
		c) Do asset values reflect the cost? - i.e. book value	X		
I	Period and year-end bank account reconciliations were properly carried out.	a) Is there reconciliation for each account & carried out regularly?	X		
		b) Are there unexplained balances on the reconciliation?		X	
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and	a) Are accounts prepared on correct basis & agree with books?	X		
		b) Is there an audit trail for financial records?	X		
K	Trust Funds (including charitable)- The Council met its responsibilities as a trustee.	If applicable has the PC met these requirements?	N/A		
L	Transparency Code- Has the authority met the transparency regulations:	Information to be published			
		a) all items above £100	X		
		b) end of year accounts	X		
		c) annual governance statement	X		
		d) internal audit report	X		
		e) list of Council members responsibilities	X		Agreed at annual P.C. meeting
		f) details of public land and building assets	X		On asset list and internet
g) minutes, agendas and meeting papers of formal meetings	X				
	General comments	Excellent records but due to the clerks injury the VAT return has still to be completed, which will be done shortly. As always well kept and accurate records.			
	Internal Auditor	Ian Wigglesworth	Date		22nd May 2019

## 2. Annual Governance and Accountability Return – Page 5.

### Section 1 -Annual Governance Statement 2018/19

We acknowledge as the members of:

#### Chideock Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2019, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required .			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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 authority and , where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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.			<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

\*For any statement to which the response is 'no', an explanation should be published

This Annual Governance Statement was approved at a meeting of the authority on:

25/06/2019

and recorded as minute reference :

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

3. Annual Governance and Accountability Return – Page 6.

Section 2 -Accounting Statements 2018/19 for

Chideock Parish Council			
	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019	
1. Balances brought forward	21,698	24,364	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records</i>  <i>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.</i>
2. (+)Preceptor Rates and Levies	15,626	16,020	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	2,598	6,603	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	3,425	3,525	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	12,133	12,233	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	24,364	31,229	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6) .</i>
<b>4.</b>			
8. Total value of cash and short term investments	24,365	31,230	<i>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.</i>
9. Total fixed assets plus long term investments and assets	21,051	24,642	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>5.</b>			
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>  <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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities - a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



11/06/2019

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

25/06/2019

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

#### 4. Explanation of Significant Differences on Page 6.

Any differences of more than £100 or 10% must be explained.

Box No.	This Year	Last Year	Diff £	Diff %	Explain ?	Explanation	2018 -19	2017 -18	Differences
2	16,020	15,626	394	2.52%	Y	1% increase in Clerk's Salary (Gross)	3,451	3,416	35
Precept						Decrease in Council Tax Support Grant	0	65	-65
						Expected increase in Village Hall Usage	513	442	71
						Cost of Parish Poll	851	0	851
						Increase in Play Area Mowing Costs	300	280	20
						Recharge of Elections	1,000	0	1,000
						Increase in cost of Play Field Mowing	720	500	220
						Devolution of Services	2,500	0	2,500
						Contingency			
						Increase in budget for car park maintenance	1,100	600	500
						No special Village Hall Grant	0	5,000	-5,000
						Insurance excess	250	0	250
						Increase in Clerk's office payment	72	60	12
						<b>TOTAL DIFFERENCE</b>			<b>394</b>
3	6,603	2,598	4,005	154.16%	Y	Flow meter rent increase	140	125	15
Other Receipts						S106 money	3,457	0	3,457
						Decrease in Council Tax Support Grant	0	65	-65
						VAT	554	0	554
						Increase in income from Foss Orchard Car Park	1,011	740	271
						Decrease in income from Footpath Guides	0	33	-33
						Increase in interest	85	10	75
						No Insurance claim	0	1,625	-1,625
						CPRE grant	400	0	400
						WDDC Grant for Play Equipment	862	0	862
						Donation to Community Fund from Mini Fete	94	0	94
					<b>TOTAL DIFFERENCE</b>			<b>4,005</b>	
4	3525	3425	100	2.92%	N	Salary Increase	3,445	3,325	120
Staff Costs						Travel expenses decrease	80	99	-19
						<b>TOTAL DIFFERENCE</b>			<b>101</b>

5	0	0	0	0.00%	N				
6 Other Payments	12,232.71	12,133.24	99	0.82%	N				
9  Assets	24,642	21,050	3,592	17.06%	Y	Removal of old Play equipment Purchase of New Play Equipment <b>TOTAL DIFFERENCE</b>	0 4,310	719 0	-719 4,310 3,591
10		0	0	0.00%	N				