

Section 2 – Accounting Statements 2017/18 for

COMBE HAY PARISH COUNCIL

	Year ending		Notes and Guidance Please provide all figures in pounds (£). Do not leave any boxes blank and report £0 or 00 balances. All figures must be supported by financial records.
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	11,695	8,775	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	8,500	8,650	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	150	1,500	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	4,479	4,522	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 authority's borrowings (if any).
6. (-) All other payments	7,091	4,665	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	8,775	9,742	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	8,775	9,742	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	5,895	5,267	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	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 should not include any Trust transactions.

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

R. M. L. L. L.

Date

12/6/2018

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

14/6/2018

and recorded as minute reference:

18.051(c)

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

M. J. L. L.

We acknowledge as the members of

COMBE HAY 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 2018, that:

	Answer			We must also confirm:
	Yes	No	Not	
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 ensure ourselves that there are no matters of actual or potential non-compliance with any regulations and proper financial control that could have a significant financial effect on the ability of the authority to conduct its business or manage its finances	☒	☐	☐	as only those with the legal power to do so and has consulted 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external assurance where required	☒	☐	☐	considered and documented the financial and other risks it faced and 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 authority, 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, claims 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	☒	☐	☐	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: This fund including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the funds/assets including financial reporting and, if required, independent examination or audit	☐	☐	☒	has met all of its responsibilities where this is a sole managing trustee of a local trust or trustee

This Annual Governance Statement is approved by this authority and recorded as minute reference:

18.051(b)

14th June 2018

dated

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

Chairman

Clerk

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the controls subject to review were being followed throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Internal audit conclusion		
	Yes	No	Not applicable
1. The authority's accounting records have been properly kept throughout the financial year	✓		
2. The authority complied with its financial regulations. Payments were supported by evidence of expenditure, a valid approved and that was appropriately approved for	✓		
3. The authority reviewed the sign book, used to recording its expenditure, which included the signature, or arrangements to monitor those	✓		
4. The proper entries, and reports received from an external audiology service, against the actual was found to be monitored, and reserves were appropriate	✓		
5. Expenditure made was fully recorded, based on correct invoices, and properly supported and properly accounted for	✓		
6. All other payments were properly supported by evidence of expenditure, and properly accounted for			✓
7. Payments to employees and allowances to members were paid in accordance with the authority's financial regulations and any applicable regulations were properly applied	✓		
8. Assets, such as machinery, repairs were recorded and accurate and properly maintained	✓		
9. Assets, such as, and in the authority's financial records, were properly accounted for	✓		
10. Any other assets purchased during the year were properly accounted for and properly supported by evidence of expenditure, and properly accounted for	✓		

Internal control objective	Internal audit conclusion		
	Yes	No	Not applicable
11. For local councils only			
12. The authority's financial records - The council has its financial records in a secure			✓

For any other risk areas identified by the authority adequate controls existed that any other risk areas on separate sheets (if applicable).

Signature of internal auditor: *[Signature]* Name of person who carried out the internal audit: *Kevin Rowe & Co. Ltd / Audit & Consultancy Ltd*
 Date: 12/06/2018

The responses to the questionnaire are the responsibility of the authority and not the internal auditor. The internal auditor is not responsible for the accuracy of the information provided by the authority.