Annual Internal Audit Report 2017/18

LURGASHALLA PARISH COUNCIL

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 control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 02/05/18

Name of person who carried out the internal audit: MR JAMES TREE

Signature of person who carried out the internal audit: SIGNATURE REQUIRED

Date: 02/05/2018

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

LURGASHALLER 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:

	Agreed		'Yes' means that this 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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces 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 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 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	N/A — *has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.*
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

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

MINUTE REFERENCE 51/18

dated 10/05/18

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2017/18 for

LURGASHALL PARISH COUNCIL

	Year ending 31 March 2017 £	Year ending 31 March 2018 £	Notes and guidance
			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.
1. Balances brought forward	21,587	27,631	*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	14,500	16,000	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	7,838	8,693	*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	3,613	3,800	*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 authority's borrowings (if any).*
6. (-) All other payments	12,681	27,419	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	27,631	21,104	*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	27,631	21,104	*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	157,592	158,137	*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	–	–	*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 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

H Cumbridge

SIGNATURE REQUIRED

Date 10/05/18

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

10/05/18

and recorded as minute reference:

MINUTE REFERENCE 51/18

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

P S Lewis

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2017/18

In respect of LUNGASHALL PARISH COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

LURGASHALL PARISH COUNCIL 2017/18

2016/17 £	INCOME & EXPENDITURE	2017/18 £
21,587	**FUNDS BROUGHT FORWARD**	27,631
£	**INCOME**	£
14,500	PRECEPT	16,000
7	BANK INTEREST	4
209	ALLOTMENTS	209
6,305	GRANTS	4,985
537	VAT RECOVERED	3,494
781	MISCELLANEOUS	0
22,338	**TOTAL INCOME**	24,693
43,925		52,324

GRANTS RECEIVED 2016/17

New Homes Bonus £1,405
CDC Queen's 90th Birthday grant £250
Fete contribution to Cricket Pavilion £4,000
SSALC transparency fund grant £650

GRANTS RECEIVED 2017/18

Cricket Club donation towards Cricket Pavilion £4,985

2016/17 £	EXPENDITURE	2017/18 £
5,181	GENERAL ADMIN * (Note 2)	5,858
390	NEWSLETTER	400
300	CHAIRMANS ALLOWANCE	300
197	LITTER BIN EMPTYING	200
5,139	VILLAGE GREEN AND SURROUNDINGS * (Note 3)	11,420
680	ALLOTMENTS	450
682	PLAYGROUND	626
0	HIGHWAYS inc OPERATION WATERSHED	4,980
2,685	GRANTS AND DONATIONS * (Note 1)	3,735
791	VAT PAID	3,206
0	ELECTION COSTS	0
250	MISCELLANEOUS	45
16,294	**TOTAL EXPENDITURE**	31,219
27,631	**TOTAL FUNDS AT YEAR END**	21,104

Note 1:

GRANTS AND DONATIONS	£
VILLAGE HALL	1000
PCC	375
CRICKET CLUB	560
L.R.A	250
NORTHCHAPEL PRIMARY SCHOOL	1000
S137	
CITIZENS ADVICE BUREAU (WAVERLEY)	100
HASLEMERE FIRST RESPONDERS	50
KENT SURREY SUSSEX AIR AMBULANCE	100
ROTHER VALLEY TOGETHER	50
PETWORTH COTTAGE NURSING HOME	50
CHICHESTER DISTRICT FOODBANK (PETWORTH)	100
MIDHURST COMMUNITY BUS	100
TOTAL GRANTS AND DONATIONS	**3,735**

Note 2:

GENERAL ADMINISTRATION	£
CLERKS SALARY	3,800
WEST SUSSEX ALC LTD (ANNUAL SUBSCRIPTION)	177
INSURANCE	635
AUDIT	150
GENERAL EXPENSES	1,080
TRAINING	16
TOTAL	**5,858**

Note 3:

VILLAGE GREEN AND SURROUNDS	£
GRASS CUTTING	1,011
GRIT BIN SITE RENTAL	25
GROUNDWORKS ON VILLAGE GREEN TO ENABLE BT BROADBAND BOX TO BE INSTALLED	500
CRICKET PAVILION REFURBISHMENT	9,885
TOTAL	**11,420**

LURGASHALL PARISH COUNCIL

EXPLANATION OF VARIANCES – 2017/18

Section 1	2016/17	2017/18	Variance +/- £	Detailed explanation of variance
Box 2	14,500	16,000	1,500	10% increase in precept
Box 3	7,838	8,693	855	
Box 4	3,613	3,800	187	
Box 5		0	0	
Box 6	12,681	27,419	14,738	17/18 figures include refurbishment of Cricket Pavilion (£9,885) and Operation Watershed project (£4,980)
Box 9	157,592	158,137	545	New PC laptop and printer
Box 10		0	0	

Prepared by: Mrs Helen Cruikshank
Clerk & RFO to Lurgashall Parish Council
4th May 2017

LURGASHALL PARISH COUNCIL

BANK RECONCILIATION as at 31st March 2018

FINANCIAL YEAR ENDING 31st MARCH 2018

Prepared by Helen Cruikshank, Parish Clerk and Responsible Financial Officer

	£	£
Balance per Current Account Bank Statement as at 31st March 2018		**4,011.75**
Balance per Reserve Account I Bank Statement as at 11th January 2018		**12,375.00**
Balance per Reserve Account II Bank Statement as at 31st March 2018		**4,817.74**
Less : unpresented cheques no's:		
Cheque no 955 Rother Valley Together (Annual donation 2017/18)	50.00	
Cheque no 953 Haslemere Community First Responders (Annual donation 2017/18)	50.00	
		100.00
Add: Monies yet to be credited:-		
		-
		21,104.49
The net balances reconcile to the Cash Book for the year, as follows:		
CASH BOOK		
Opening Balance 1st April 2017		27,631.29
Add : Receipts in the year		24,692.66
Less : Payments in the year		31,219.46
		21,104.49
Closing balance per cash book as at 31.03.18		**21,104.49**

LURGASHALL PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement **MONDAY 11TH JUNE 2018**	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR 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 31 March 2018, these documents will be available on reasonable notice by application to:**	
(b) MRS HELEN CRUIKSHANK, PARISH CLERK AND RFO @ 4 THE CROFT, LODSWORTH, PETWORTH, WEST SUSSEX GU28 9BW	(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts
commencing on (c) **Monday 11 June 2018**	(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below
and ending on (d) **Friday 20 July 2018**	(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.
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 the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	
4. The smaller authority's AGAR is subject to 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 Audit Practice 2015. The appointed auditor is: **Moore Stephens, (Ref SW/cc)** **Rutland House, Minerva Business Park, Lynch Wood, Peterborough** **PE2 6PZ**	
5. This announcement is made by MRS HELEN CRUIKSHANK, CLERK & RFO TO LURGASHALL PARISH COUNCIL	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority