

Contact details

Name of smaller authority: **Gt Barton Parish Council**

County Area (local councils and parish meetings only): **St Edmundsbury Borough Council**

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Linda Harley	Philip Reeve
Address	6 Garden Close Gt Barton Bury St Edmunds Suffolk IP312SY	Vicarage Farm House Vicarage Farm Lane Gt Barton Bury St Edmunds Suffolk IP312QF
Daytime telephone number	01284 787777	N/A
Mobile telephone number	07840295468	07850369815
Email address	harley.parish@btinternet.com	philip.reeve@britishsugar.com

Explanation of variances – pro forma

Name of smaller authority: **Gt Barton Parish Council**

County area (local councils and parish meetings only): **St Edmundsbury**

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 <i>Precept or Rates and Levies</i>	30548	32360	1812	6	NONE
Box 3 <i>Total other receipts</i>	12296	11581	715	6	NONE
Box 4 <i>Staff costs</i>	14277	12707	1570	12	NONE
Box 5 <i>Loan interest/ capital repayments</i>	NONE	NONE	NONE	NONE	NONE
Box 6 <i>All other payments</i>	18591	38762	20171	108	Neighbourhood Plan payments in 2015/16 were £3,067 (Plan in its infancy and expenditure related to the Clerk's salary and hall hire) compared to payments of £10,520 in 2016/17 (when in addition to the expenses above a consultant was used costing £3,375, village questionnaire printed £955 & Community Action Suffolk provided a Housing Needs Survey & Data Entry £3,520) = difference £7,453. VAT 2015/16 £1,705 compared to 2016/17 £4,166 (direct relation to VAT paid on payments for year) = difference £5,871. In 2016/17 Council consulted solicitor for advice on objecting to a planning application for the West Suffolk Operational Hub costing £5,932. There were no related expenses in 2015/16. Total explanation for variances = £19,256

7453

5871

5982

19256

Box 9 Total fixed assets & long term investments & assets	116640	120600	3960	3	NONE
Box 10 Total borrowings	NONE				NONE
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:				
	Small Projects			£	20352 <i>includes balance for 2017/18</i>
	Neighbourhood Plan			£	4,188
	Neighbourhood Plan Grant			£	605
	Youth Project			£	1,038
	General			£	15,563
	Allotments			£	264
	Asset maintenance			£	4,482
	Asset acquisition			£	7,556
	Icepits Wood			£	17,472
	Total reserves			£	71,520
All reserves are allocated and earmarked for projects except for the general reserve Please see details below:					

Small Projects Reserve – Following amounts are earmarked for specific projects:

Footpath repairs £3,000

Pedestrian crossing point £4,500

Replacement Tree £150

Total earmarks £7,650 Balance of funds for small projects £12,700

Neighbourhood Plan Reserve – Following amounts earmarked:

Salary for Neighbourhood Plan Clerk £832

Extra hours for Council Clerk £72

Technical help £150

All other funds are for completion of the plan, spending will include consultation with residents, consultants fees, community engagement, drafting of the Neighbourhood Plan etc

Asset maintenance – This reserve is for the maintenance of the £120,600 worth of assets the Parish Council currently own.

Asset acquisition – Following amount earmarked;

Community Speed Watch equipment £1,000

Remainder of reserve is for replacement assets that cannot be repaired/reach the end of their life.


Icepits Wood – Following amount earmarked:

Pump Track £15,000

Remaining balance is for the maintenance of the wood.

GREAT BARTON PARISH COUNCIL ANNUAL BANK RECONCILIATION
Financial Year ending 31 March 2018

Prepared by 
Linda Harley Clerk and Financial Officer

Checked by 
Philip Reeve Chairman

Date 16/4/18

Date 16/4/18

Balance per bank statements as at 31 March 2018	£		£
Current Account		£18,583.93	
Business Reserve Account		£60,390.98	
Total balances		£78,974.91	
Less unrepresented cheques at 31 March			
	£	1993	133.00
	£	1994	36.00
	£	1999	112.32
	£	2003	3,520.71
	£	2004	43.20
	£	2007	3,375.00
	£	2008	234.00
Total unrepresented cheques	£		7,454.23
Net bank balances at 31 March 2018			£71,520.68
The net balances reconcile to the cash book (receipts and payments account) for the year as follows:			
CASH BOOK			
Opening balance			£79,049.45
Add: Receipts in the year			£43,940.82
Less: Payments in the year			51,469.59
Closing balance per cash book as at 31 March 2018			£71,520.68

**CONFIRMATION OF THE DATES OF THE PERIOD FOR THE
EXERCISE OF PUBLIC RIGHTS**

Name of smaller authority: Great Barton Parish Council

County Area (local councils and parish meetings only): St Edmundsbury Borough Council

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:


Commencing on 4th June 2018

and ending on 14th July 2018

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days inclusive and must include the first 10 working days of July 2018.

We have suggested the following dates: Monday 4 June – Friday 13 July 2018.

The latest possible dates that comply with the statutory requirements are Monday 2 July – Friday 10 August 2018.)

Signed: 

Role: CHAIRMAN of GREAT BARTON PARISH COUNCIL

**PLEASE SUBMIT THIS FORM TO PKF LITTLEJOHN LLP WITH
THE AGAR AND OTHER REQUESTED DOCUMENTATION**

Annual Internal Audit Report 2017/18

GREAT BARTON 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.			✓ (1)
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). (1) PETTY CASH NOT HELD.

Date(s) internal audit undertaken

23/05/18

Name of person who carried out the internal audit

TREVOR BROWN C.P.F.A. AUDITOR

Signature of person who carried out the internal audit

T. Brown

Date

23/05/18

*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:

GREAT BARTON PARISH COUNCIL
ENTER NAME OF AUTHORITY

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	No*	
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.	Yes	No	N/A
			✓

*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

MINUTE REFERENCE: 21/05/18

dated 21/05/18

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

GREATBARTON.SUFFOLK.CLOUD IORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2017/18 for

GREAT BARTON PARISH COUNCIL
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	69073	✓ 79049	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	30548	✓ 32360	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	12296	✓ 11581	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	14277	✓ 14770	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	18591	✓ 36699	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	79049	✓ 71521	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	79049	71521	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	116640	120600	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 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

 SIGNATURE REQUIRED

Date

15/08/18


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

21/05/18

and recorded as minute reference:

MINUTE REFERENCE

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

 SIGNATURE REQUIRED