

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

FECKENHAM 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:

	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.	✓		<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
			✓
			<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:

16/05/19

and recorded as minute reference:

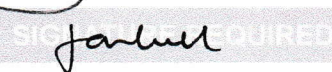
P176/22/c

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

Chairman



Clerk



Section 2 – Accounting Statements 2018/19 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	22,600	25,318	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	8,300	8,300	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5,255	4,452	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	3,104	4,344	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	7,733	7,457	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	25,318	26,269	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	25,318	26,269	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	8,500	9,659	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 as a body corporate 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.
		<input checked="" type="checkbox"/>	

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

SIGNATURE REQUIRED

Janet

Date

16/05/2019

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

16/05/19

as recorded in minute reference:

P176 / 22 / E

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

Angela

Certificate of Exemption – AGAR 2018/19 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2019, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

FECKENHAM PARISH COUNCIL

certifies that during the financial year 2018/19, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2018/19:

£ 12,752

Annual gross expenditure for the authority 2018/19:

£ 11,801

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2015
- In relation to the preceding financial year (2017/18), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 1 July 2019. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

[Signature]

16/05/2019

Signed by Chairman

Date

[Signature]

16/05/2019

Email

Telephone number

clerk.feckenhampc@feckenham.com

01527 892522

*Published web address

www.feckenham.com

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor.

Annual Internal Audit Report 2018/19

FECKENHAM 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 2019.

The internal audit for 2018/19 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.			THERE WERE NO SUCH PAYMENTS TO REPORT ON
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. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	✓		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable ✓

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

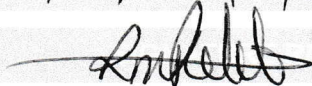
Date(s) internal audit undertaken

Name of person who carried out the internal audit

12/06/2019 23/06/2019 25/06/2019

RICHARD MAXWELL FLETCHER

Signature of person who carried out the internal audit



Date

25/06/2019

*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).

Reconciliation

FPC Reconciliation for the Period: 01/03/2019 to 31/03/2019

	Credit	Debit	Total
Current Account balance	£4,123.24		£4,123.24
Deposit Account balance	£22,146.24		£22,146.24
Cheques paid uncleared:	£0.00		£0.00
Balance C/F			£26,269.48
Opening Balance Deposit Account			£26,145.24
Add receipts for period		£1.00	£1.00
Less payments for period		-£4,000.00	-£4,000.00
Opening Balance Current Account			£2,010.81
Add receipts for period		£4,618.75	£4,618.75
Less uncleared cheques		£0.00	£0.00
Less payments for period		-£2,506.32	-£2,506.32
Closing Balance			£26,269.48

Date: 05/04/2019

Payments made during 2018 2019

<u>Date</u>	<u>Description</u>	<u>Payment</u>	<u>Payment</u>	<u>VAI</u>	<u>Chq No</u>	<u>Transaction Type</u>	<u>Transaction Description</u>	<u>Chq Cleared</u>
09-Apr-18	Parish Lengths Man	(180.00)	(180.00)	0.00	1043	SERVICES & PRO FEES	SERVICES & PRO FEES-PARISH LENGTHSMAN	Yes
19-Apr-18	Clerks wages 18/1-19/4/18	(837.88)	(837.88)		1044	STAFF COSTS	STAFF COSTS-CLERKS STIPEND	Yes
19-Apr-18	HMRC- Clerk deductions	(195.80)	(195.80)		1045	STAFF COSTS	STAFF COSTS-CLERKS STIPEND	Yes
19-May-18	Lengthsman- April 18	(189.50)	(189.50)		1046	SERVICES & PRO FEES	SERVICES & PRO FEES-PARISH LENGTHSMAN	Yes
19-May-18	Worcs CALC	(494.64)	(494.64)	(74.87)	1047	SERVICES & PRO FEES	SERVICES & PRO FEES-WCALC	Yes
19-May-18	Lengthsman Bench Fixing	(80.00)	(80.00)		1048	SERVICES & PRO FEES	SERVICES & PRO FEES-PARISH LENGTHSMAN	Yes
19-May-18	Replacement Bench	(634.99)	(634.99)		1049	MAINTENANCE	MAINTENANCE-CAPITAL PURCHASE	Yes
19-May-18	Clerks exp(Hard drive, Print cartridge, stamps, paper, misc)	(137.60)	(137.60)	(20.49)	1049	STAFF COSTS	STAFF COSTS-CLERKS EXPENSES	Yes
07-Jun-18	Lengthsman May 18	(187.50)	(187.50)	0.00	1050	SERVICES & PRO FEES	SERVICES & PRO FEES-PARISH LENGTHSMAN	Yes
16-Jun-18	Internal Auditor	(115.00)	(115.00)		1051	SERVICES & PRO FEES	SERVICES & PRO FEES-INTERNAL AUDIT FEE	Yes
03-Jul-18	Lengthsman June 18 payment	(187.50)	(187.50)		1052	SERVICES & PRO FEES	SERVICES & PRO FEES-PARISH LENGTHSMAN	Yes
19-Jul-18	Clerk wages May - July and expenses	(870.83)	(870.83)		1053	STAFF COSTS	STAFF COSTS-CLERKS STIPEND	Yes
19-Jul-18	HMRC Clerks Tax May - July 18	(195.80)	(195.80)		1054	STAFF COSTS	STAFF COSTS-CLERKS STIPEND	Yes
24-Jul-18	Village Hall Rental (April, May July 18)	(60.00)	(60.00)		1055	RENTS PAYABLE	RENTS PAYABLE-VILLAGE HALL	Yes
31-Jul-18	Zurich Municipal Insurance	(287.45)	(287.45)		1056	SERVICES & PRO FEES	SERVICES & PRO FEES-INSURANCE	Yes
31-Jul-18	Worcs Calc GDPR info session	(10.00)	(10.00)		1057	TRAINING	TRAINING-CLERK	Yes
31-Jul-18	Lengthsman July 18 payment	(197.50)	(197.50)		1058	SERVICES & PRO FEES	SERVICES & PRO FEES-PARISH LENGTHSMAN	Yes
29-Aug-18	Reimburse print costs; Feckenham Directory	(197.00)	(197.00)		1059	ALLOCATED RESERVES	ALLOCATED RESERVES-GRANTS (137)	Yes
29-Aug-18	Worcs Calc 3/7/18: Training 5P's	(25.00)	(25.00)	(5.00)	1060	TRAINING	TRAINING-CLERK	Yes
29-Aug-18	Worcs Calc 18/7/18: Training GDPR Retention	(25.00)	(25.00)	(5.00)	1061	TRAINING	TRAINING-CLERK	Yes
05-Sep-18	Parish Lengthsman August 18	(215.50)	(215.50)		1063	SERVICES & PRO FEES	SERVICES & PRO FEES-PARISH LENGTHSMAN	Yes
10-Sep-18	SLCC Enterprises	(57.00)	(57.00)	(9.50)	1064	TRAINING	TRAINING-CLERK	Yes
30-Oct-18	Lengthsman invoice September 18	(187.50)	(187.50)		1065	SERVICES & PRO FEES	SERVICES & PRO FEES-PARISH LENGTHSMAN	Yes
15-Nov-18	Parish Lengthsman Oct 18	(187.50)	(187.50)		1066	SERVICES & PRO FEES	SERVICES & PRO FEES-PARISH LENGTHSMAN	Yes
15-Nov-18	SLCC	(109.99)	(109.99)		1068	TRAINING	TRAINING-CLERK	Yes
15-Nov-18	Reimburse Clerk for grit costs	(309.00)	(309.00)	(61.51)	1069	SERVICES & PRO FEES	SERVICES & PRO FEES-GRIT	Yes
15-Nov-18	Reimburse Clerk for recorded delivery costs	(1.77)	(1.77)		1069	STAFF COSTS	STAFF COSTS-CLERKS EXPENSES	Yes
15-Nov-18	Clerks wages and exp. 20/07-18/10/18	(863.63)	(863.63)		1070	STAFF COSTS	STAFF COSTS-CLERKS STIPEND	Yes
15-Nov-18	HMRC for Clerks deductions	(195.80)	(195.80)		1071	STAFF COSTS	STAFF COSTS-CLERKS STIPEND	Yes
27-Nov-18	village hall rent Sept & Nov 18	(56.00)	(56.00)		1072	RENTS PAYABLE	RENTS PAYABLE-VILLAGE HALL	Yes
27-Nov-18	Parish Lengthsman Nov 18	(187.50)	(187.50)		1073	SERVICES & PRO FEES	SERVICES & PRO FEES-PARISH LENGTHSMAN	Yes
07-Jan-19	Parish Lengthsman Dec 2018	(187.50)	(187.50)		1074	SERVICES & PRO FEES	SERVICES & PRO FEES-PARISH LENGTHSMAN	Yes
07-Jan-19	Worcs Calc	(20.00)	(20.00)		1075	TRAINING	TRAINING-CLERK	Yes
17-Jan-19	SLCC/ILCA Training	(118.80)	(118.80)	(19.80)	1079	TRAINING	TRAINING-CLERK	Yes
17-Jan-19	Office Supplies; Ink	(57.44)	(57.44)	(9.57)	1079	MAINTENANCE	MAINTENANCE-OPERATIONAL EXPENDITURE	Yes
17-Jan-19	Batteries for AED (defib) Machine	(31.00)	(31.00)	(5.17)	1079	MAINTENANCE	MAINTENANCE-ASSET MAINTENANCE	Yes
17-Jan-19	SLCC Membership	(92.00)	(92.00)	0.00	1079	SERVICES & PRO FEES	SERVICES & PRO FEES-WCALC	Yes
17-Jan-19	HMRC for Clerks deductions	(195.80)	(195.80)		1077	STAFF COSTS	STAFF COSTS-CLERKS STIPEND	Yes
17-Jan-19	Clerks Wages Nov- Jan 19	(860.38)	(860.38)		1078	STAFF COSTS	STAFF COSTS-CLERKS STIPEND	Yes
07-Mar-19	Lengthsman payment Jan 2019	(187.50)	(187.50)		1080	SERVICES & PRO FEES	SERVICES & PRO FEES-PARISH LENGTHSMAN	Yes
07-Mar-19	Worcs Calc; Clerks Gathering	(10.00)	(10.00)		1081	TRAINING	TRAINING-CLERK	Yes
07-Mar-19	Reimburse clerk for microsoft package	(79.99)	(79.99)	(13.33)	1082	MAINTENANCE	MAINTENANCE-OPERATIONAL EXPENDITURE	Yes
07-Mar-19	village hall rental Jan, Mar 19	(42.00)	(42.00)		1083	RENTS PAYABLE	RENTS PAYABLE-VILLAGE HALL	Yes
07-Mar-19	Lengthsman Payment Feb 2019	(187.50)	(187.50)		1084	SERVICES & PRO FEES	SERVICES & PRO FEES-PARISH LENGTHSMAN	Yes
07-Mar-19	website costs	(223.28)	(223.28)	(37.22)	1085	SERVICES & PRO FEES	SERVICES & PRO FEES-WEBSITE	Yes
19-Mar-19	WCC/Highways; Dragons Teeth	(1,999.20)	(1,999.20)	(333.20)	1087	ALLOCATED RESERVES	ALLOCATED RESERVES-TRAFFIC CALMING	Yes
19-Mar-19	ICO Renewal Fees	(40.00)	(40.00)		1086	ALLOCATED RESERVES	ALLOCATED RESERVES-LEGAL FEES	Yes