

Annual Internal Audit Report 2017/18

ENTER NAME OF AUTHORITY

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.			✓ No PETTY CASH
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

10/05/18

Name of person who carried out the internal audit

JOHN WASTEPHEN VADAVIA

PTO

Signature of person who carried out the internal audit

JSD

Date

10/05/18

*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:

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
			✓
			<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

*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:

ITEM 20

dated 14/05/18

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

Chairman SIGNATURE REQUIRED *P. Leach*

Clerk SIGNATURE REQUIRED *R. Humphreys*

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

Authority web address

www.bromhamiltonshire.org

Section 2 – Accounting Statements 2017/18 for

ENTER NAME OF AUTHORITY

Year ending	31 March 2017	31 March 2018	Notes and guidance
1. Balances brought forward	28123	27643	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	38750	39000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	18524	51874	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	15525	16420	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employers and employees), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	6323	7132	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	35904	6242	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	27643	32823	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	27643	32823	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	285213	316991	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	41791	61832	The outstanding capital balance as at 31 March of all loans from third parties (including PwLB).

11. (For Local Councils Only) Disclosure note
 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

Date 14/05/2018

I confirm that these Accounting Statements were approved by this authority on this date: 14/05/2018

and recorded as minute reference: ITEM 21

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

R. Scogget

BROMHAM PARISH COUNCIL RECONCILIATION
 ENDING 31.03.2018
 PREPARED BY: R.J. HUMPHRIES

SANTANDER	74465189	STATEMENTS	13605.19
CHEQUE DEPOSITED			0
TOTAL			13605.19
Subtract cheques not yet presented:			
	2755		-10
BALANCE PER CASH BOOK			13595.19

SANTANDER 04807995

	Clerk's Graduity		4163.07
	Play Area		4099.61
	Village Celebration		1288.79
	BMX Skateboard Fund		5180.15
	Solar Comm Fund		779.28
	RABY FUND		200
	THE OWL RENT		1940
C/F	INTEREST		251.87
BALANCE			17902.77
POST OFFICE	J G Davis Fund	484.23	2.91
LLOYDS	Raby Account	824.78	0.92
BALANCE			1315.14

BALANCE OF ALL ACCOUNTS 31.03.2018 £32,813.10

SIGNED: Chairman

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

Name of smaller authority: BROMHAM PARISH COUNCIL

County Area (local councils and parish meetings only): WILTSHIRE

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 MONDAY 4th JUNE 18

and ending on FRIDAY 13th JUNE 18

(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: R Humphreys

Role: Parish Clerk

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

BROMHAM PARISH COUNCIL EXPLANATION OF SIGNIFICANT VARIANCES 2017/18

	a	b	c	d	
Box on Section 1	2016/17	2017/18	Variance (+) or (-)	% Variance (divided by c/a x 100)	Explanation Less than £200 – NO More than 15% YES Less than 15% NO
BOX 2 PRECEPT	38750	39000	+250	.65%	- No government grant
BOX 3 TOTAL OTHER RECEIPTS	18524	51874	+33350	180%	£24975 PWLB for Play Area £2812 Grant for P/A Fence £6699 VAT return
BOX 4 STAFF COSTS	15525	16420	+895	5.76%	- 2016/17 no cemetery caretaker for 6 months –no salary paid.
BOX 5 LOAN/INTEREST CAPITAL INTEREST	6323	7132	+809	12.79%	- New PW Loan for Play area
BOX 6 ALL OTHER PAYMENTS	35904	62142	+26238	73.01%	New Play area equipment and fence £31827.18 including VAT Subsidised with existing P/A Funds
BOX 7 BALANCES CARRIED FORWARD	27643	32823	+5180	18.74%	Precept kept at the same due to unknown costs from P/A replacement and new cemetery staff/maintenance. Also agreed PWLB at £25000 instead of estimated £20,000 required giving surplus funds
BOX 8 TOTAL CASH AND SHORT TERM INVESTMENTS	27643	32823	+5180	18.74%	As above.
BOX 9 TOTAL FIXED ASSETS	285213	316991	+31778	11.14%	- Extra cover + premium rise
BOX 10 TOAL BORROWINGS	41791	61832	+20041	47.96%	New Loan £25000 minus existing loan payments

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **Bromham Parish Council - WI0037**

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

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

- The AGAR was not accurately completed before submission for review. Unpresented cheques are incorrectly omitted from expenditure in Section 2. The figures in Boxes 6, 7 and 8 should read £62,152, £32,813 and £32,813 respectively. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.

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

NONE

3 External auditor certificate 2017/18

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn

Date

18/08/2018

* 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)

Bromham Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2018

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Bromham Parish Council for the year ended 31 March 2018 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Bromham Parish Council on application to: (a) <u>MRS. R.J. HUMPHRIES (CLERK)</u> <u>3 ROUGHMOOR COTTAGES</u> <u>BROMHAM</u> <u>SN15 2DU</u> (b) <u>4.00 - 8.00 pm Weekdays</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of <u>£1.00</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>R Humphries</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>03.09.2018</u>	(e) Insert the date of placing of the notice

AGAR sections 1, 2, 3 are available on the village Website www.bromhamwiltshire.org