

# **ALPRAHAM PARISH COUNCIL**

**LOCAL AUDIT AND ACCOUNTABILITY ACT 2014**

**TRANSPARENCY ACT REQUIREMENTS**

**2016-17**

# Alpraham Parish Council

## Items of Expenditure over £100, excluding VAT

2016-17

Date of Expenditure	Purpose	Amount	VAT
26 04 16	Clerk's Salary	175.66	-
31 05 16	Clerk's Salary	175.66	-
31 5.16	Cheshire Association of Local Councils	125.30	-
31 05 16	Insurance	307;54	-
28 06 16	Clerk's Salary	175.66	-
26 07 16	Clerk's Salary	175.66	-
26 07 16	Alpraham Social Committee	500.00	-
26 07 16	Tec Tamers - ~Website	499.99	-
27 09 16	Clerk's Salary	351.32	-
25 10 16	Clerk's Salary	175.66	-
29 11 16	Clerk's Salary	175.66	-
31 01 17	Clerk's Salary	373.68	-
28 02 17	Clerk's Salary	186.84	-

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**ALPRAHAM PARISH COUNCIL**

**Reconciliation : 1 April 2016 to 31 March 2017**

		Total Amount £
<b>Bank Account - Royal Bank of Scotland Account No 11115419</b>		
Balance @ 31 Mar 2016 b/f		£7,578.57
Plus : Receipts		5,040.00
		<hr/>
		£13,418.57
Less: Expenditure		£4,265.47
<b>Unpaid Cheques</b>	None	
		<hr/>
		<b>£9,153.10</b>
		<hr/> <hr/>

Signed: \_\_\_\_\_

Clerk

Chairman

Dated: \_\_\_\_\_

27-06-2017

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**ALPRAHAM PARISH COUNCIL**

**ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2017**

**SIGNIFICANT VARIATIONS**

**(10% or More or £100 on Previous Year)**

Line 5 : Decrease of £1,185 due to.....  
Decrease in Council Tax Support of £89  
Decrease in VAT Reimbursement of £221  
Grant of £875 received in 2015/16

Line 6 : Increase of £901 owing to.....  
Decrease in Clerk's Salary of £212 due to irregular payments  
Increase of £500 Building Website  
Increase £300 website hosting for 1 year  
£80 for Speed Gun and Hi-viz jackets

Signed: \_\_\_\_\_

----- Chairman

-----Clerk/Financial Officer

Dated: 27-06-2017

31 March 2017

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## Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

ALPTRAHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		Yes means that this smaller 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 smaller authority to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about the authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage these risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered the financial and other risks it faces and has 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial committee 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 during or after the year-end, have a financial impact on the smaller authority and, where appropriate have included them in the accounting statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 charities) 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

27/06/2017

and recorded as minute reference:

83/17(e)(A)

Sign: \_\_\_\_\_ given:

Clerk: \_\_\_\_\_

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

## Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

ALPTRAHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		Yes means that this smaller 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 smaller authority to conduct its business or on 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 electoral 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 the authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has 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 before, during or after the year-end, have a financial impact on the smaller authority and, where appropriate have included them in the accounting statements.	✓		discussed 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 funds/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓

This annual governance statement is approved by this smaller authority on:

27/06/2017

and recorded as minute reference:

83/17 (E) (A)

Sign: \_\_\_\_\_

Chair:

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

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## Section 2 – Accounting statements 2016/17 for

Enter name of  
smaller authority here:

ALPTRAHAM PARISH COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	4214	7579	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	4600	4600	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (-) Total other receipts	2425	1240	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	2041	1966	Total expenditure or payments made to and on behalf of all employees (include salaries and wages, PAYE and NI for 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 smaller authority's borrowings (if any).				
6. (-) All other payments	1620	2300	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	7578	9153	Total balances and reserves at the end of the year. Must equal (+2-3) - (4+5-6).				
8. Total value of cash and short term investments	7578	9153	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	3350	3350	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long term investments.				
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PMLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td>✓</td> </tr> </table> <p>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.</p>	Yes	No		✓
Yes	No						
	✓						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

27/06/2017

I confirm that these accounting statements were approved by this smaller authority on:

27/06/2017

and recorded as minute reference

83/17 (e) (b)

Signed by Chair of meeting where approval is given:



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## Annual internal audit report 2016/17 to

Enter name of smaller authority here:

ALPRAHAM PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial obligations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller 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 the smaller 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 (debits and credits or income and expenditure), agreed to the cash bank, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

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

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

Name of person who carried out the internal audit:

Signature of person who carried out the internal audit:

Date: 17/6/2017

\*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, internal audit must explain why not (add separate sheets if needed).

## COUNCILLOR RESPONSIBILITIES 2016-17

**Note:-Councillor(s) have been allocated from within the council team to take the lead responsibilities (or active part responsibilities) for various areas of council business at meetings and where appropriate elsewhere. All members of the Council are still involved in all aspects for decision making etc.**

**Peter Howson (Chair)**

Future Projects

**Ruth Wilson (Deputy Chair)**

Environment

Planning

**Tim Webster**

(Lead for) Safety and Security (Includes traffic and other aspects of safety / crime etc.)

Planning

**Alan McLennan**

Environment

**Fred Huxley**

Environment

**Jeff Crook**

Police Cluster Meetings

**Elizabeth McElroy**

Social

Environment

**Simon Crank**

Environment