

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

KIRKANDREWSONESK 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.	X			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.	X			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.	X			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.	X			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.	X			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.	X			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.	X			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.	X			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.
			X	

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

2018.5.1

dated

14/05/18

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

Chairman

W Bundred

Clerk

Middell

Section 2 – Accounting Statements 2017/18 for

KIRKANDREWS ON ESK PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	10814	9869	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	6547	6924	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2102	6218	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	3944	4035	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	5650	5058	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	9869	13918	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	9869	13918	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	47326	47326	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.
		X	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

M. Riddell SIGNATURE REQUIRED

Date

14/05/18

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

14/05/18

and recorded as minute reference:

2018.5.2

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

W. Bundrod SIGNATURE REQUIRED

Annual Internal Audit Report 2017/18

KIRK ANDREWS ON ESK 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.			N/A.
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

14/06/2018

Name of person who carried out the internal audit

MRS JOANNE BATEY FMAAT

Signature of person who carried out the internal audit

J Batey

Date

14/06/2018

*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).

Certificate of Exemption

To be completed only 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 2018, 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 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2017/18, 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 2017/18:

£ 13,142 - 11,000

Annual gross expenditure for the authority 2017/18:

£ 9,092 - 4000

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 2014
- In relation to the preceding financial year (2016/17), 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 submitted to the external auditor.

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 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer

Date

M Alison Riddell SIGNATURE REQUIRED

14/05/18

Signed by Chairman

Date

W Bundred SIGNATURE REQUIRED

14/05/18

Email

Telephone number

kirkandrewsoneskpc@gmail.com

016977 3382

*Published web address (not applicable to Parish Meetings)

<https://sites.google.com/site/kirkandrewsoneskparishcouncil>

This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.

KIRKANDREWS ON ESK PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st MARCH, 2018

RECEIPTS	
Precept	£ 6,923.75
CTRS Grant	£ 418.25
Cumbria Community Foundation (CCF)	£ 5,000.00
Vat received	£ -
Wayleave	£ -
Other Grants	£ 799.58
Village Hall Grant - CPCA	£ -
Interest Received	£ 0.53
Total Income	£ 13,142.11

PAYMENTS	
Staff	£ 4,034.76
Grass cutting	£ 850.00
Village Hall Grants	£ -
Other Grants	£ 100.00
Grants via CCF from Beck Burn Wind Farm	£ 2,000.00
Insurance	£ 385.52
Hall hire	£ 33.04
Advertising	£ -
Admin	£ 254.34
Subscriptions	£ 185.94
Audit fees	£ 75.00
Vat	£ 9.80
s137	£ 20.00
Information Commissioner	£ 35.00
Assets - bus shelter	£ -
Misc repairs	£ -
Special projects	£ 60.00
Burial ground maintenance	£ 1,000.00
Members	£ -
Playground	£ 49.00
Total Expenditure	£ 9,092.40
Excess of Income over Expenditure	£ 4,049.71

The above Statement represents fairly the financial position of the Parish Council at 31st March, 2018 and reflects its income and expenditure during the year and was approved by the Parish Council at its meeting on 14th May 2018

W Bundred
Chairman

Ariddell
Responsible Officer

14th May 2018

KIRKANDREWS ON ESK PARISH COUNCIL

BALANCE SHEET AT 31st MARCH, 2018

Balance at 1st April, 2017				
per balance sheet at 31/3/17	£	9,868.55	£	9,868.55
Net surplus/(deficit) 2017/2018			£	4,049.71
Reserve Fund			£	13,918.26
Reserve Fund represented by				
Community Account	£	13,131.34		
Saver Account	£	786.92		
Total			£	13,918.26

The above Statement represents fairly the financial position of the Parish Council at 31st March, 2018 and reflects its income and expenditure during the year and was approved by the Parish Council at its meeting on 14th May 2018

W Bundred
Chairman

Ariddell
Responsible Officer

14th May 2018

KIRKANDREWS ON ESK PARISH COUNCIL

BANK RECONCILIATION AT 31st March 2018

Barclays Community Account - 40548464

Balance b/f at 01/04/17	9,082.16		
Income	13,141.58	Expenditure	9,092.40
		Balance c/f	13,131.34
	<u><u>22,223.74</u></u>		<u><u>22,223.74</u></u>

Bank Reconciliation

Balance per statement @ 31.03.18 13,191.34

Less o/s cheques

T Moore	100926	60.00	
		<u>60.00</u>	
		<u><u>13,131.34</u></u>	

Barclays Business Saver Account - 40548472 -

Balance b/f at 01/04/17	786.39		
		Expenditure	0.00
Interest rec'd	0.53	Balance c/f	786.92
	<u><u>786.92</u></u>		<u><u>786.92</u></u>

BANK BALANCES

	<u>B/F</u>	<u>C/F</u>
Community Account - 40548464	9,082.16	13,131.34
Business Saver Account - 40548472	786.39	786.92
	<u><u>£ 9,868.55</u></u>	<u><u>£ 13,918.26</u></u>

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the end of the month indicated.

W Bundrod 14 MAY 2018

**KIRKANDREWS ON ESK PARISH COUNCIL
INCOME 2017/2018**

date	description	rcpt no	ref	Precept & CTRS Grant	City Council Grant	Other Grants	Cumbria Community Foundation	Village Hall Grants	Wayleave	Realttime Refund	Vat Received	Interest Received	Totals
	budget			7,342.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,342.00
	balance			0.00	0.00	799.58	5000.00	0.00	0.00	0.00	0.00	0.53	5,800.11
	income to date			7342.00	0.00	799.58	5000.00	0.00	0.00	0.00	0.00	0.53	13,142.11
18.4.17	Carlisle City Council - precept		D/C 1	6923.75									6923.75
	Carlisle City Council - CTRS grant		D/C 2	418.25									418.25
7.6.17	Cumbria Community Foundation		D/C 3				5000.00						5000.00
4.12.17	Interest on Savers A/C		D/C 4									0.14	0.14
16.3.18	transparency Fund Grant		D/C 5			799.58							799.58
5.3.18	Interest on Savers A/C		D/C 6									0.39	0.39

14/06/2018

KIRKANDREWS ON ESK PARISH COUNCIL**FIXED ASSETS**

Per Gillian Kartach - All b/f figures

2015

3640 2 bus shelters
 2400 2 notice boards
 1091 Stone cairn
 34795 Play area at Moat

41926 Total

A review of the assets was undertaken during the year 2015/16 as it was felt that the list submitted last year was not complete.
 Please find below the current assets held.

2016

2223.33	Bus shelter at Moat	b/f
1416.67	Bus shelter at Blackbank	b/f
1200	Noticeboard at Moat bus shelter	b/f
1200	Noticeboard at Greenmill	b/f
1091	Stone cairn at Kirkandrews Church	b/f
34795	Play area & equipment	b/f
233.32	Projector	not included previously - purchased January 2015
2500	Border cairn	not included previously - purchase date unknown

44659.32**2017**

2223.33	Bus shelter at Moat	b/f
1416.67	Bus shelter at Greenmill	b/f
1200	Noticeboard at Moat bus shelter	b/f
1200	Noticeboard at Greenmill	b/f
1091	Stone cairn at Kirkandrews Church	b/f
34795	Play area & equipment	b/f
233.32	Projector	b/f
2500	Border cairn	b/f

Jul-16	2666.67	2 bus shelters at Blackbank	Deposit paid 15/16 balance paid 16/17
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47325.99**2018**

2223.33	Bus shelter at Moat	b/f
1416.67	Bus shelter at Greenmill	b/f
1200	Noticeboard at Moat bus shelter	b/f
1200	Noticeboard at Greenmill	b/f
1091	Stone cairn at Kirkandrews Church	b/f
34795	Play area & equipment	b/f
233.32	Projector	b/f
2500	Border cairn	b/f
2666.67	2 bus shelters at Blackbank	b/f

47325.99

✓ JB 14/06/2018

KIRKANDREWS ON ESK PARISH COUNCIL

SIGNIFICANT VARIATIONS FOR THE YEAR ENDED 31st MARCH, 2018

BOX 2 - PRECEPT

2017	2018	Difference	Being....
6,547	6,924	377	No increase in precept in 2018 - difference is the split of CTRS grant

BOX 3 - TOTAL OTHER RECEIPTS

2017	2018	Difference	Being....
2102	6218	4,116	
2017	2018	Difference	
868	418	(450)	CTRS Grant introduced y/e 2014 - reduction in amount received from District Council & calculation difference
160	0	(160)	Per grants requested
107	0	(107)	Received from play area group
0	800	800	Per grant requested
0	5000	5,000	Funds from Beck Burn Wind Farm through Cumbria Community Foundation for distribution to parish projects
966	0	(966)	VAT claimed 2016/17 - less than £10 to claim this year.
1	0	(1)	Rounding
<u>2,102</u>	<u>6,218</u>	<u>4,116</u>	

BOX 4 - STAFF COSTS

2017	2018	Difference	Being....
3944	4035	91	Hourly rate increase in 17/18 from £10,836 to £11,02 on SCP 23

BOX 6 - TOTAL OTHER COSTS

2017	2018	Difference	Being....
5650	5058	(592)	
2017	2018	Difference	
820	850	30	Similar amount
377	386	9	Small increase in cost this year
182	186	4	£1,00 reduction in SLCC subs paid
35	35	0	No variance.
20	0	(20)	No variance - purchase of poppy wreath
39	33	(6)	Slight reduction in electric used this year.
175	75	(100)	Last year BDO £100,00 and J. Batey for internal audit £75.00 - this year J. Batey for internal audit £75.00
192	254	62	Per stationery/copier/internet costs billed from Brampton PC
35	0	(35)	Last year training course for one councillor through CALC - none this year
337	10	(327)	Per purchases.
790	0	(790)	Last year rebuilding tree shelters & replanting 6 beech trees at Kettleholm
1333	0	(1,333)	Last year was the final balance on 2 new shelters
1000	1000	0	No variance.
207	60	(147)	Last year medals to celebrate the Queen's 90th birthday - this year repairs to fingerpost
47	49	2	Per annual inspection fee
0	0	0	Per grants requested for refurbishment costs.
60	100	40	Last year £60.00 was paid to First Responders - this year £60.00 to First Responders & £40.00 to Longtown Methodist Club
1	2000	(1)	
<u>5,650</u>	<u>5,058</u>	<u>(2,592)</u>	

EXPLANATION FOR HIGH RESERVES - The Parish Council holds the following year end balances:-

6,918.26	General Reserve Fund
7,000.00	Superfast Broadband Parish Project
<u>13,918.26</u>	

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

Name of smaller authority: **KIRKANDREWS ON ESK PARISH COUNCIL**

County Area (local councils and parish meetings only): **CUMBRIA**

**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 2018**

and ending on **Friday 13th July 2018**

Signed: Middell

Role: clerk / RFO