

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

**BRETENHAM & KILVERSTONE 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.	Yes			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.	Yes			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.	Yes			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.	Yes			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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes			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.	Yes			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.	Yes			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 smaller authority and, where appropriate have included them in the accounting statements.	Yes			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	NA	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:

**10/05/2017**

and recorded as minute reference:

**ITEM 11. MINUTES DATED 10 MAY 17**

Signed by Chair at meeting where approval is 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 2 – Accounting statements 2016/17 for

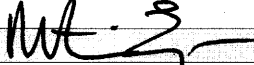
Enter name of smaller authority here:

BRETENHAM & KILVERSTONE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	27,033	2,354	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	4,500	4,500	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	41,515	150	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	1,521	Ø	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	Ø	Ø	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	48,013	4,274	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	23,514	23,890	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	23,514	23,890	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	11,651	10,688	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	Ø	Ø	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.
	Yes		

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

10/05/2017

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

10/05/2017

and recorded as minute reference:

ITEM 11. MINUTES of MTG 10 MAY 17

Signed by Chair at meeting where approval is given:



# Annual internal audit report 2016/17 to

Enter name of smaller authority here:

BRETENHAM & KILVERSTONE P.C.

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.	Yes		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.			NI not paid
H. Asset and investments registers were complete and accurate and properly maintained.	Yes		
I. Periodic and year-end bank account reconciliations were properly carried out.	Yes		
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.	Yes		

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

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

Name of person who carried out the internal audit CAROLE HELLIES

Signature of person who carried out the internal audit Cherries Date 17/05/2017

\*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).

## Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	Yes
	All additional information requested, <b>including the dates set for the period for the exercise of public rights</b> , has been provided for the external auditor?	Yes
Section 1	For any statement to which the response is 'no', an explanation is provided?	Yes
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	Yes
	An explanation of significant variations from last year to this year is provided?	Yes
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	Yes
	An explanation of any difference between Box 7 and Box 8 is provided?	Yes
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	Yes
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	Yes

\*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk).

**BRETtenham and KILVERSTONE PARISH COUNCIL****Bank Reconciliation**

Local Council Name: Brettenham and Kilverstone Parish Council

Financial year ending 31 March 2017

Prepared by M J Engwell OBE, RFO

Date: 17 May 2017

Balance per bank statements as at 31 March 2016	£	£
Lloyds TSB Treasurers Account	12,330.10	
Lloyds TSB Business Instant Access Account	<u>11,560.16</u>	
		<u>23,890.26</u>
Net balances as at 31 March 2016		<u>23,890.26</u>

***The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:***

**CASH BOOK**

Opening Balance 1 April 2016	23,513.31
Add: Receipts in the year	4,650.52
Less: Payments in the year	<u>(4,273.57)</u>
Closing balance per cash book [receipts and payments book] as at 31 March 2016 (must equal net balances above)	<u>23,890.26</u>

**BRETtenham and KILVERSTONE PARISH COUNCIL**  
**Explanation of Variances FY 16/17**

<b>Section 2</b>	<b>2015/16 £</b>	<b>2016/17 £</b>	<b>Variance (+/-) £</b>	<b>Detailed explanation of variance (with amounts £)</b>
<b>Box 2</b> <i>Precept</i>	4,500	4,500	0	
<b>Box 3</b> <i>Other income</i>	41,515	151	-41,364	Riverside Path (-£35,437) [Includes Grant & Cost Share Contribution]  VAT Recovery - (£5,950)
<b>Box 4</b> <i>Staff costs</i>	1,521	0	-1,521	No clerk costs. Clerk resigned before year start. No replacement found.
<b>Box 5</b> <i>Loan interest/ capital</i>	—	—	—	
<b>Box 6</b> <i>Other payments</i>	48,013	4,274	-43,739	Riverside Path (£-45,247)  Alms House Transfer Legal Fees (+£1,542)
<b>Box 7</b> <i>Balances carried forward</i>	23,514	23,890	+376	No clerk costs.
<b>Box 9</b> <i>Fixed assets &amp; long term assets</i>	11,651	10,688	-963	Asset values previously increased to reflect replacement cost. Now based on cost of acquisition as per advice.
<b>Box 10</b> <i>Total borrowing</i>	—	—	—	

Local Council name: BRETENHAM & KILVERSTONE PARISH COUNCIL

### Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chairman, to assist us in ensuring that our records are kept up to date:

Clerk's name: <b>MR A M POULTER</b>	RFO's name (if not clerk) <b>MR M J ENGWELL</b>	Chair's name <b>MR A M POULTER</b>
Address: <b>GLEBE HOUSE</b> <b>RUSHTON</b> <b>NORFOLK</b> <b>IP24 2SF</b>	Address: <b>47 ARLINGTON WAY</b> <b>THETFORD</b> <b>NORFOLK</b> <b>IP24 2DZ</b>	Address: <b>GLEBE</b> <b>HOUSE</b> <b>RUSHTON</b> <b>NORFOLK</b> <b>IP24 2SF</b>
Telephone: Home: <b>01842 753634</b> Work: <b>—</b>	Telephone: Home: <b>01842 766076</b> Work: <b>AS ABOVE</b>	Telephone: Home: <b>01842 753634</b> Work: <b>—</b>
e-mail: <b>clerk@brettenham andkilverstone.c. co.uk</b>	e-mail: <b>martin_engwell@ mac.com</b>	e-mail: <b>mail@ampglebe.co. uk</b>

**Please return this form in the envelope provided, together with the Annual Return and other information requested.**

**Confirmation regarding the exercise of public rights**

Local Council name: BRETENHAM & KILVERSTONE PARISH COUNCIL

The Council must inform the electorate of a 30 working day period during which public rights may be exercised.

The inspection period must include the first **10 working days** of July 2017. It must start the day after the annual return has been published on your website (or noticeboard for parish meetings) and publication must be as soon as practical after the unaudited annual return has been approved by the Authority.

Working days are defined as Monday – Friday. They do not include Saturdays, Sundays and Bank holidays.

(See calendar guide overleaf)

The inspection period commences on: 12/06/2017

And ends on: 21/07/2017

Signed: M. S. Date: 17/05/2017

Position held: RFO