

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

BARROW GURNEY 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 electors' 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 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.	✓		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 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.	✓		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:

08 05 2017

and recorded as minute reference:

12(a)

Signed by Chair at meeting where approval is given:

Claire Albery

Clerk:

Jolanda

*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:

BARROW GURNEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	12093	14589	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	7500	7000	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2382	8322	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	3951	3947	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	—	—	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	3435	4751	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	14589	21213	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	14589	21249	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	18590	18590	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 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.

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:

[Signature]

Date

11.04.2017

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

08.05.2017

and recorded as minute reference:

12(b)

Signed by Chair at meeting where approval is given:

[Signature]

Section 3 – External auditor report and certificate

In respect of:

Enter name of smaller authority here:

Barrow Gurney Parish Council

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual 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. 2016/17 External auditor report

~~(Except for the matters reported below)~~* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

See attached

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

—

External auditor signature

Grant Thornton UK LLP

External auditor name

Grant Thornton UK LLP

Date

25/08/2017

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

This page is part of Section 3 - External auditor certificate and opinion 2016/17
Barrow Gurney Parish Council
External Auditor Report for the year ended 31 March 2017

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

Section 2 – Accounting statements, Box 8

Box 8 on Section 2, total value of cash and short term investments, is incorrectly stated as £21,249. This should instead read £21,213. This is due to un-presented cheques of £36 not being deducted as at 31 March 2017.

The Authority should restate the 2016/17 figures on 2017/18 Annual Return and write "restated" beneath the £ sign on the 2016/17 column

Grant Thornton UK LLP
Grant Thornton UK LLP
Date *25/08/2017*
Our ref AVN009

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

BARROW GURNEY 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 regulations, 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.			✓ NO PETTY CASH
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.	✓		
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) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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 PE EMBAYOR WADE

Signature of person who carried out the internal audit Eleanor Wade Date 20/04/2017

*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).

SUBJECT: Internal Audit Report for the Financial Year 2016 to 2017

TO: Barrow Gurney Parish Council

FROM: Clerk of Kenn Parish Council

DATE: 20 April 2017

In relation to completing the Annual internal audit report section (page 5), I have carried out the following:

- An inspection of the account for the year 2016/17.
- Cross referenced these with the minutes of and reports to the Parish Council against the Parish Council's bank statements, invoices, receipts and cheque books, Payroll records etc.
- Checked the brought forward figures from the 2015/16 against those recorded in the 2016/17 return.
- Also checked the Parish Council's transparency with regard to their web site.

Response	Required Control Objectives	Internal Audit Observations
A Yes	Appropriate accounting records have been kept properly throughout the year.	Found all accounting records to be kept appropriately.
B Yes	This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	1. Referenced BGPC's Financial Regulations. 2. Cross referenced minutes for approval, with the invoices/documents and cheque stubs. 3. VAT identified in a separate column in the accounts and claims made as appropriate.
C Yes	This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Risks assessed regularly and results recorded
D Yes	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	1. Noted formal process for monitoring against budget in place. 2. Good finance information provided for BGPC to prepare its budget for 2016/17.
E Yes	Income was fully received, based on correct prices, properly recorded, banked; and VAT was accounted for.	Crossed referenced; minutes for reporting of receipts, along with checks against bank statements, accounts and remittance documents.
F n/a	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	1. Clerk applies for refunds of expenditure and supplies a breakdown of these supported by receipts etc. 2. VAT claimed.
G Yes	Salaries to employees and allowances to members were paid in accordance with this smaller authority's approval, and PAYE/NI requirements properly applied.	Checked minutes for approval of these payments, also copy payslips are now included in the docs.
H Yes	Asset, investments registers were complete, accurate and maintained.	Assets register complete.
I Yes	Periodic & year-end bank account reconciliations properly carried out.	
J Yes	Accounting statements prepared on the correct accounting basis (receipts and payments or income expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	

- Checked the procedure followed for procurement and meeting the costs of preparing and submitting plans etc for the two planning applications relating to the footway proposals.
- Based on my checks, carried out and reported as above, in my opinion the Council's accounts for the Financial Year 2016/17 have been well managed and present a fair and accurate picture of the Parish Council's activities.

Internal Audit conducted by:
Eleanor Wade, Kenn Parish Clerk

Signature: Eleanor Wade
Dated: 20 APRIL 2017

BARROW GURNEY PARISH COUNCIL

Clerk:
Ms Joanna van Tonder
Tel: 07586 437769

EXPLANATIONS OF SIGNIFICANT VARIANCES

(Less than £250 and 15% = NO; Greater than 15% = YES)

Variations

		2016	2017	Variance	Variance %
Box 2	Precept	7,500	7,000	-500	-6.67%
Box 3	Other receipts	2,382	8,322	5,940	249.37%
Box 4	Staff costs	3,951	3,947	-4	-0.10%
Box 5	Loan / Capital payments			0	#DIV/0!
Box 6	Other payments	3,435	4,751	1,316	38.31%
Box 9	Fixed Assets	18,590	18,590	0	0.00%

BOX NO: Precept

Figure in 2016 column	7,500
Figure in 2017 column	7,000
Variance	-500

Reason

1. Precept decreased in FYE 2017 to reduce the high level of reserves	-500	-6.67%
	0	0.00%
	-500	

BOX NO: Total Other Receipts

Figure in 2016 column	2,382
Figure in 2017 column	8,322
Variance	5,940

Reason

1. A grant received in FYE 2017 for village enhancements, not received in FYE 2016	8,000	335.85%
2. A grant received in FYE 2016 for a crossing on the A38, not received in FYE 2017	-1,925	-80.81%
3. A grant received in FYE 2016 for Transparency Code compliance, not received in FYE 2017	-159	-6.68%
4. Balance represents 1.0% of 2016 figure	24	1.01%
	5,940	

BOX NO: All Other Payments

Figure in 2016 column	3,435
Figure in 2017 column	4,751
Variance	1,316

Reason

1. Professional fees incurred in FYE 2017, not in FYE 2016	1,098	31.95%
3. Balance represents 6.4% of 2016 figure	219	6.36%
	1,316	

BARROW GURNEY PARISH COUNCIL

Clerk:
Ms Joanna van Tonder
Tel: 07586 437769

DETAILS OF EARMARKED / RESTRICTED RESERVES

UNSPENT GRANTS

Balance of grant received for A38 walkways project (FYE 31/03/13)	738.27
Walkways Working Group fundraising (FYE 31/03/14)	732.50
Bristol Airport Community Fund grant for A38 walkways (FYE 31/03/16)	1,925.00
Balance of Transparency Code Compliance Grant (FYE 31/03/16)	9.51
Stacombe Quarry Fund grant received for Village entrances (FYE 31/03/17)	8,000.00
	<u>11,405.28</u>

EARMARKED RESERVES

War Memorial tree (FYE 31/03/15 and FYE 31/03/16)	350.00
Unspent footpath budget earmarked for improving footpath route in FYE 2018 (FYE 31/03/16 and FYE 31/03/17)	750.00
Village Green boundary hedge reinstatement (FYE 31/03/17)	1,000.00
	<u>2,100.00</u>

TOTAL EARMARKED / RESTRICTED RESERVES 13,505.28

LEVEL OF GENERAL RESERVES

Precept (Box 2)	£7,000
Balance carried forward (Box 7)	£21,213
Amount of balances LESS Total Earmarked Reserves = GENERAL RESERVES	£7,708
RATIO of General Reserves to Precept	1.1