

TRANSPARENCY CODE REQUIREMENTS 2016 - 2017

Great Horwood Parish Council

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Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

GREAT HORWOOD 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:

12 June 2017

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

Mary Ann Samson

Clerk:

AP/He

*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:

GREAT HORWOOD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	35,515	36,592	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	19,685	25,790	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,651	4,725	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	3,653	36,72	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	972	972	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	15,634	22,436	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	36,592	40,027	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	36,592	40,027	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	141,424 140,424	141,524	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	4,945	4,234	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

12 June 2017

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

12 June 2017

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

[Signature]

Change to 141424 to restate previous year's figure to include the two benches

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

GREAT HORWOOD 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.	✓		✓ <i>Access held</i>
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.	Yes	No	Not applicable

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)

Section 1 For any statement to which the response is 'no', an explanation is provided:

Name of person who carried out the internal audit **CLAIRE BUICK**

Signature of person who carried out the internal audit *[Signature]* Date **09/06/2017**

*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).

Great Horwood Parish Council payments over £100 2016 – 2017

(Publication required by transparency legislation)

Date	Payee	Type of payment	Total payments
18th April	Clerk's salary	SO	281.84
9th May	Clerk's expenses (training)	Cheque	105.38
18th May	Clerk's salary	SO	281.84
20th May	Bucks Association of Local Councils Subs	Cheque	136.68
31st May	Insurance (public liability, Horwode Pece equipment, street lights etc.)	Cheque	1126.63
13th June	Walker Grounds Care basket ball paving Horwode Pece	BACS	600.00
13th June	Walker Grounds Care grass cutting	BACS	514.00
13th June	Eon street lighting maintenance	BACS	110.70
16th Jun	Leigh Day Solicitors Weston Road Inquiry	Cheque	8,400.00
20th June	Clerk's salary	SO	281.84
12th July	Playsafety Limited Horwode Pece Annual RoSPA inspection	FPO	130.20
12th July	Walker Grounds Care grass cutting	FPO	514.00
12th July	Eon street lighting maintenance	FPO	110.70
18th July	Clerk's salary	SO	281.84
18th Aug	Clerk's Salary	SO	281.84
22nd Aug	Public Works Board Loan (Street lighting)	DD	485.77
12th Sept	Walker Grounds Care grass cutting	FPO	514.00
12th Sept	Heady Plants (summer boundary plants)	FPO	258.00
12th Sept	Robinson & Hall Cricket Club Land Valuation	FPO	720.00
19th Sept	Clerk's Salary	SO	281.84
6th Oct	Printer/Scanner & Inks	Cheque	185.89
10th Oct	Walker Grounds Care grass cutting	Cheque	258.00
18th Oct	Clerk's Salary	SO	281.84
14th Nov	Focus Donation	Cheque	500.00
16th Nov	Horwode Pece Mowing	FPO	560.00
16th Nov	Mazars external auditors payment	FP	150.00
16th Nov	St James Mowing	FP	250.00
16th Nov	Highway & Solar MVAS replacement groundscrew	FP	284.40
16th Nov	Heady Plants (winter boundary plants)	Transfer	185.00
18th Nov	Clerk's Salary	SO	281.84
12th Dec	AVDC Election payment	FPO	125.00
12th Dec	School Donation	Cheque	500.00
12th Dec	Scouts Donation	Cheque	500.00
12th Dec	Football Club Donation	Cheque	500.00
12th Dec	Horwode Pece Anti Slip mat	Cheque	198.90
12th Dec	Village Hall Rent for	Transfer	120.00
12th Dec	Bucks CC legal fees for Cricket Club lease	FP	442.80
19th Dec	Clerk's Salary	SO	281.84
18th Jan	Clerk's Salary	SO	281.84
13th Feb	Winslow & District Community Bus donation	Cheque	500.00
13th Feb	SWARCO MVAS maintenance contract	FPO	252.00
18th Feb	Clerk's Salary	SO	281.84
21st Feb	Public Works Board Loan (street lighting)	DD	485.77
1st Mar	AVDC Dog Waste Service	FPO	622.37
13th Mar	Giffords Recycling Limited woodchip for Horwode Pece	Cheque	1,824.00
20th Mar	Clerk's Salary	Cheque	281.84

Great Horwood Parish Council**Statement of Accounts - 1st April 2016 to 31st March 2017****RECEIPTS - GENERAL ACCOUNT**

Parish Precept	25790.00
Devolution payment	2900.15
Funfair Rent	275.00
Eon Wayleave	66.73
Allotment Rent	145.00
Brim Dividend	13.40
Bank Interest	9.52
VAT Reclaimed	1003.41
Grants & Donations	259.20
Other	52.35

PAYMENTS - GENERAL ACCOUNT

Clerk's Salary	3,415.92
Clerk's Expenses	92.90
Councillors Expenses	0.00
Election Expenses	0.00
Devolution Expenses	1,840.00
Village Hall Rent	120.00
Insurance	1,126.63
AVNSC Subs	0.00
NBPPC	20.00
BALC Subs	136.68
BPFA Subs	20.00
BCA Subs	0.00
SLCC Sub	88.00
AVALC Subs	25.00
MVAS Maintenance	544.39
Street Lighting - Power	887.72
Street Lighting - Maintenance	249.48
Auditors	150.00
Mowing Expenses (St James)	250.00
Maintaining The Green	55.00
PWLB Loan	971.54
Donation to Focus	500.00
Donations	2,000.00
Horwode Pece - Maintenance	2,818.99
Horwode Pece - Insurance (included in insurance above)	0.00
Horwode Pece - Mowing	560.00
Dog Bins	622.37
Training	163.28
Information Commissioner	35.00
Floral Displays	443.00
Antivirus	0.00
General Maintenance	0.00
School Crossing Patrol	0.00
Other	9943.69

TOTAL RECEIPTS **30514.76****TOTAL PAYMENTS** **27079.59****BALANCE IN HAND**

Total Receipts	30514.76	Current Account	10004.90
Balance Brought Forward	36592.10	Deposit Account	21643.14
Total payments	-27079.59	Horwode Pece Account	8379.23
	40027.27		40027.27

Local council name: GREAT HORWOOD PARISH COUNCIL

**Notice of appointment of date for the exercise of public rights
Accounts for the year ended 31st March 2017**

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

1. Date of announcement: <u>5TH JUNE 2017</u> (a)	(a) Insert date of placing of this notice on your website.
2. Each year the Council's/Meeting's (b) Annual Return is audited by an auditor appointed by Public Sector Audit Appointments Limited. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2017 these documents will be available on reasonable notice on application to:	(b) Delete as appropriate.
(c) <u>THE CLERK GREAT HORWOOD PARISH COUNCIL</u> <u>3 SPRING CLOSE GREAT HORWOOD, BUCKS MK170QU</u> <u>email clerk@greathorwoodpc.org.uk</u>	(c) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.
commencing on (d) <u>3RD JULY 2017</u>	
and ending on (e) <u>11TH AUGUST 2017</u>	
3. Local Government Electors and their representatives also have: <ul style="list-style-type: none"> • the opportunity to question the auditor about the accounts; and • the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Council/Meeting (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p>	(d) And (e) The inspection period must include 3 July 2017 to 14 July 2017 inclusive and be 30 working days in total. (f) Delete as appropriate
4. The audit is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your audit is being carried out by: Mazars LLP, Aykley Heads, Durham, DH1 5TS	
5. This announcement is made by (g) <u>AMANDA CLIFFE, CLERK</u>	(g) Insert name and position of person placing the notice

Financial Year End 31st March 2017

Prepared by Amanda Cliffe, Parish Clerk Great Horwood, 11th June 2017

Balance as per Bank Statements at 31st March 2017

Treasurers Account	TSB Account 00048669	£10,025
Horwode Pece (formally Parish Plan) Account	TSB Account 00602887	£8,379
Business Instant Access Account	TSB Account 20138260	£21,643
Total Bank Balance at 31st March 2017		<u>£40,047</u>

Less unrepresented cheques at 31st March 2017

Cheque No.000742	Bucks Playing Fields Association	-£20
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Total uncashed cheques **-£20**

Unbanked cash £0

Total unbanked cash **£0**

Net Balance at 31st March 2017 **£40,027**

The net balances reconciles to the ledger as follows

Opening Balance 1 Apr 2016	TSB Account 00048669	£34,484
Opening Balance 1 Apr 2016	TSB Account 00602887	£2,108
Opening Balance 1 Apr 2016	TSB Account 20138260 (opened 6 th Jun 2017)	£0
Add receipts	TSB Account 00048669	£30,479
Add receipts	TSB Account 00602887	£26
Add receipts	TSB Account 20138260	£10
Less payments	TSB Account 00048669	-£26,500
Less payments	TSB Account 00602887	-£560
Less payments	TSB Account 20138260	£0
Less unrepresented cheque (000742)		-£20
Closing balance at 31st March 2017		<u>£40,027</u>

GREAT HORWOOD PARISH COUNCIL
Analysis of Variances 2016/2017

		2015/16	2016/17	Variance	% change		2016/17
		£	£	£			
Box 2	Precept	19,685.00	25,790.00	6,105.00	31%	Includes: funding for School crossing patrol including salary for patrol officer Replacement woodchip on Horwode Pece Recreation Ground Contingency for general maintenance Increase in electricity price rises	3000.00 2500.00 300.00 240.00
Box 3	Other Income	1,650.76	4,725.00	3,074.24	186%	Includes receipt items as follows: First year of devolution T2 funding VAT re claim £1003 (no VAT claimed in 2015/16) Grant for replacement MVAS groundscrew	1933.00 1003.00 259.00
Box 4	Staff Costs	3,653.00	3,672.00	19.00	0.50%	Change below £200	19.00
Box 5	Loan Interest/Capital Repayments	971.54		0.00	0.00%	No Change	
Box 6	Other Payments	15,633.74	22436	6,802.26	44%	Cricket Club Land Valuation Weston Rd Inquiry legal fees Cricket Club Legal fees Basket Ball hoop paving Replacement woodchip NB Legal fees in 2015/2016	720.00 8400.00 440.00 630.00 1824.00 -5220.00
Box 7	Balances Carried Forward	36,592.00	40,027.27	3,435.27	9%	School crossing patrol funding unused due to lack of applicants for the post Village Green maintenance carried out by volunteers saving Councillors expenses unused	3000.00 270.00 200.00
Box 9	Fixed Assets	140,424.00	141,524.00	1,100.00	0.78%	Additions to the Asset Register 2 benches (1 large, 1 standard) £1000. NB during a check of the asset register it was noted that the two benches had been omitted. They are old but refurbished and still fit for purpose. Invoices have been archived. Printer	1,000.00 100.00
Box 10	Total Borrowings	4,945.00	4,233.72	-711.28	-12.00%		

**Great Horwood Parish Council
Councillors and their Responsibilities**

Name of Councillor	Responsibilities	Projects	Committees Attending
Mary Saunders Chairman	Ex-officio Planning Committee & review of applications North Bucks Parishes Planning Consortium (NBPPC) Ex-officio PC rep on Great Horwood and Singleborough Recreational Trust Committee (GHSRT) Ex-officio PC rep on Village Hall Committee GHPC Recreation Committee		North Bucks Parishes Planning Consortium
John Gilbey Vice Chairman	Ex-officio Planning Committee & review of applications Devolution Tranche 2 Contact Annual Audit of Grass Cutting Contractor. BCC Winslow & District Local Area Forum North Bucks Parishes Planning Consortium Aylesbury Vale Association of Local Councils (AVALC)		BCC Winslow & District Local Area Forum North Bucks Parishes Planning Consortium Aylesbury Vale Association of Local Councils (AVALC)
Nigel Heywood	PC Trustee Great Horwood & Singleborough Recreational Trust (GHSRT) GHPC Recreation Committee		
John Huskinson	Planning Committee & review of applications Audit Review Bucks Playing Fields Association representative	Parish Plan 2016	
Jane Holland	PC Trustee Great Horwood & Singleborough Recreational Trust (GHSRT) PC rep on Village Hall Committee Poor's Allotments Trustee GHPC Recreation Committee	Community Impact Bucks Speed Watch	
Gavin Laird	Ex-officio PC rep on Horwode Pece Management Committee		
Angela Mayne	Planning Committee & review of applications BCC Winslow & District Local Area Forum PC rep on Village Hall Committee Poor's Allotments Trustee	Defibrillator Village Green Planting Revitalisation	BCC Winslow & District Local Area Forum