

TRANSPARENCY OBLIGATIONS – NORTHCHAPEL PARISH COUNCIL 2016/17

NORTHCHAPEL PARISH COUNCIL 2016/17		
2015/16	INCOME & EXPENDITURE	2016/17
£		£
30,145	FUNDS BROUGHT FORWARD	35,038
£	INCOME	£
27,375	PRECEPT	27,573
2,625	CDC TAX GRANT	2,427
3	BANK INTEREST	3
260	ALLOTMENTS	225
0	GRANTS	250
500	SWIMMING POOL LOAN REPAYMENT	500
2,265	VAT RECOVERED	2,038
0	MISCELLANEOUS	95
33,028	TOTAL INCOME	33,111
63,173		68,149
	GRANTS 2017/18	
	<i>CDC GRANT FOR QUEEN'S 90TH BIRTHDAY EVENT £250</i>	
2015/16	EXPENDITURE	2016/17
£		£
7,517	GENERAL ADMIN * (Note 1)	8,254
2,745	PUBLIC WORKS LOAN REPAYMENT	2,745
664	LITTER BIN EMPTYING	1,065
7,636	GRASS CUTTING, TREES AND MAINTENANCE (Note 2)	10,104
48	ALLOTMENTS	421
1,688	PLAYGROUND	211
5,962	GRANTS AND DONATIONS * (Note 3)	7,373
1,698	VAT PAID	2,362
177	ELECTION COSTS	0
28,135	TOTAL EXPENDITURE	32,535
35,038	TOTAL FUNDS AT YEAR END	35,614
Note 1:	GENERAL ADMINISTRATION	£
	CLERKS SALARY	5,506
	INSURANCE	691
	AUDIT	250
	GENERAL EXPENSES	473
	TRAINING	60
	QUEEN'S 90TH BIRTHDAY EVENT	656
	MISCELLEANEOUS	618
	TOTAL	8,254
Note 2:	GRASS CUTTING, TREES AND MAINTENANCE	£
	GRASS CUTTING	6,720
	POUND PIECE MAINTENANCE	2,140
	TWO MEMORIAL BENCHES	1,028
	RELOCATION OF DOG LITTER BIN	76
	GENERAL MAINTENANCE	140
	TOTAL	10,104
Note 3:	GRANTS AND DONATIONS	£
	HASLEMERE COMMUNITY FIRST RESPONDERS	200
	NORTHCHAPEL VILLAGE HALL	500
	NORTHCHAPEL PRIMARY SCHOOL	2,800
	NORTHCHAPEL PRIMARYSCHOOL (LITTLE OAKS PRE-SCHOOL)	500
	PETWORTH OVER 60'S CLUB	50
	PETWORTH COTTAGE NURSING HOME	100
	CITIZENS ADVICE BUREAU WAVERLEY	100
	ROTHER VALLEY TOGETHER	100
	WEST SUSSEX RURAL MOBILE YOUTH TRUST (PURPLE BUS)	1,000
	COMMUNITY MINBUS ASSOCIATION	100
	ST MICHAELS CHURCH (CHURCHYARD MTCE AND POPPY WREATH)	1,673
	KENT SURREY SUSSEX AIR AMBULANCE	250
	TOTAL GRANTS AND DONATIONS	7,373

NORTHCHAPEL PARISH COUNCIL		
BANK RECONCILIATION as at 31st March 2017		
FINANCIAL YEAR ENDING 31 st MARCH 2017		
Prepared by Helen Cruikshank, Parish Clerk and Responsible Financial Officer		
	£	£
Balance per Current Account Bank Statement as at 31st March 2017		28,945.78
Balance per Reserve Account Bank Statement as at 31st March 2017		7,545.98
Less : unpresented cheques no's:		
Cheque no 626 - Southern Water (Allotment Water)	24.04	
Cheque no 628 - Kent Surrey Sussex Air Ambulance (Annual donation 2016/17)	250.00	
Cheque no 629 - Chichester District Council (Litter bin emptying 2016/17)	604.03	
		878.07
Add: Monies yet to be credited:-		
		-
		35,613.69
The net balances reconcile to the Cash Book for the year, as follows:		
CASH BOOK		
Opening Balance 1 st April 2016		35,037.83
Add : Receipts in the year		33,111.35
Less : Payments in the year		32,535.49
		35,613.69
Closing balance per cash book as at 31.03.17		35,613.69
<i>Prepared on 26th April 2017 by:</i>		
<i>Mrs Helen Cruikshank</i>		
<i>Parish Clerk & RFO</i>		

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

NORTHCHAPEL 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
			✓

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

DD/MM/YYYY

Signed by Chair at meeting where approval is given:

SIGNATURE

and recorded as minute reference:

MINUTE REFERENCE

Clerk:

SIGNATURE

*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:

NORTHCHAPEL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	30,145	35,038	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	27,375	27,573	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5,653	5,538	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	5,171	5,506	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	2,745	2,745	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	20,219	24,284	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	35,038	35,614	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	35,038	35,614	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	57,921	57,921	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	32,426	31,201	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

DD/MM/YYYY

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

NORTHCHAPEL PARISH COUNCIL

EXPLANATION OF VARIANCES – 2016/17

Section 1	2015/16	2016/17	Variance +/- £	Detailed explanation of variance
Box 2	27,375	27,573	198	
Box 3	5,653	5,538	-115	
Box 4	5,171	5,506	335	
Box 5	2,745	2,745	0	
Box 6	20,219	24,284	4,065	Increase in grants and donations from £5,962 in 2015/16 to £7,373 in 2016/17. Increase in parish grass cutting and maintenance from £7,636 in 2015/16 to £10,104 in 2016/17
Box 7	35,038	35,614	576	
Box 9	57,921	58,949	1,028	Purchased two new memorial benches
Box 10	32,426	31,201	-1,225	Public Works Loan capital balance

Prepared on 26th April 2017

Helen Cruikshank

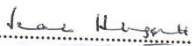
Clerk & RFO

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Northchapel Parish Council

Internal Audit April 2016 to March 2017

I have to-day carried out the Internal Audit on the Accounts for the year ending March 2016. Having seen the Income and Expenditure, the Minutes and all the relevant papers, I am satisfied that the account is in accordance with the books, records and explanations supplied to me.


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Mrs Jean Huggett

8th May 2017