

# **East & West Barkwith Parish Council**

## **Annual Accounts**

### **and Audit**

**2018 / 2019**

# East & West Barkwith Parish Council

## Annual Accounts - Year Ending March 2019

The following documents relate to the accounts for the year ending 31st March, 2019 and are published in accordance with the current legislation. The local (internal) audit has been completed satisfactorily. The council qualifies for Exemption from a formal External Audit and the certificate for this has been forwarded to the external auditor.

### Public Inspection

In the meantime, residents have the right to apply to the clerk for an opportunity to inspect the financial records and associated documents for the year. For these purposes, the period of inspection commences on Monday, 17th June, 2019 and closes on Friday, 26th July, 2019. Contact details are given below.

As regards the total balance stated at the end of the year, it should be remembered that this includes funds reserved for specified uses – a total of £14,110 , as well as the general fund for all regular purposes of £6,726. Details are shown following the Bank Reconciliation sheet.

Signed by the Clerk



Barbara J. Theairs  
12th June, 2019

Contact for inspection:- Mrs. B. J. Theairs, Clerk / Responsible Financial Officer  
1, Southview, Torrington Lane, East Barkwith, Market Rasen, Lincs. LN8 5RZ  
Telephone:- 01673 858751 e-mail:- [ewbpc@outlook.com](mailto:ewbpc@outlook.com).

External Auditor:- PKF Littlejohn LLP (Ref: SBA Team)  
1, Westferry Circus, Canary Wharf, London, E14 4HD  
([sba@pkf-littlejohn.com](mailto:sba@pkf-littlejohn.com))

## Certificate of Exemption – AGAR 2018/19 Part 2

To be completed 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 2019, 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 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

*EAST & WEST BARKWITH PARISH COUNCIL*

certifies that during the financial year 2018/19, 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 2018/19:

*£9912.79*

Annual gross expenditure for the authority 2018/19:

*£8884.00*

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 2015
- In relation to the preceding financial year (2017/18), 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 a copy submitted to the external auditor **either** by email **or** by post (not both).

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 1 July 2019. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

*Barbara J. Thering*

*16.05.19*

Signed by Chairman

Date

*[Signature]*

*16.05.19*

Email

Telephone number

*ewbpc@outlook.com*

*01673 858751*

\*Published web address

*eastbarkwith.com*

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor.**

# Annual Internal Audit Report 2018/19

## EAST & WEST BARKWITH 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 2019.

The internal audit for 2018/19 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.	✓		<del>Not covered</del>
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. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ( <i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i> )	✓		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓

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

27/4/19

Name of person who carried out the internal audit

SCHWARZKOW

Signature of person who carried out the internal audit

*[Signature]*

Date

29/4/19

\*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).

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

*EAST & WEST BARKWITH 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 2019, 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.	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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes			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.	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 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	N/A	has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
			N/A.	

\*For any statement to which the response is ‘no’, an explanation should be published

This Annual Governance Statement was approved at a meeting of the authority on:

*16TH MAY 2019*

and recorded as minute reference:

*999 (df)*

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

Chairman

Clerk



*Barbara S. Thain*

## Section 2 – Accounting Statements 2018/19 for

### EAST & WEST BARKWITH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	14,909	19,808	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	6,500	6,890	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	14,409	3,022	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	2,860	4,103	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	13,150	4,781	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	19,808	20,836	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	19,808	20,836	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	77,745	77,945	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	NIL	NIL	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 as a body corporate 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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

*Barbara S. Thering*

Date

27.04.2019.

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

16.05.2019

as recorded in minute reference:

999 (dii) CE

Signed by Chairman of the meeting where the Accounting Statements were approved

*[Signature]*  
REQUIRED

# East & West Barkwith Parish Council

## Annual Return - March 2019

With reference to Section 1 - Statement of Accounts

**Box 3 - Other Receipts** - This figure has been decreased this year by the sum of **£11,387**. There had been no grant from the Lottery Fund of £10,000 for the village hall work nor the sum of £2,213 from the Transparency Fund which had inflated last year's figures. There was also a drop totalling £502, from a reduction in donations to the Play Area fund and the History Group and the fact that there was no contribution from the Church towards the grass-cutting costs, giving a total drop of **£12,715**.

These decreases have been partially offset by an increase of £438 in the VAT repayment, another of £121 in the grass-cutting payment from the County Council, and the award of a Community Grant of £769 for a project organised by the Countryside Committee, a total increase of **£1,328**, Thus bringing a net decrease in this section of **£11,387**.

**Box 4 - Staff Costs** - These have been increased by the one-off payment of **£1,243** for the extra hours needed by the clerk over the past two years in order to comply with the rules of the Transparency Code. It was covered as part of the grant from the Transparency Fund.

**Box 6 - Expenditure** - The accounts show a year-on-year decrease of **£8,371**.

The main decreases occurred in -

Village Hall work (which is nearly complete)	down by	£5,648
History Group (where the grant work is complete)	down by	£2,690
Grass-cutting (weather reduced actual cutting and no new equipment needed)	down by	£233
VAT charges	down by	£989
Smaller decreases in Audit costs and Insurance totalled		£163
	Total decrease -	<b>£9,723</b>

This was partially off-set by the following increases -

The Play Area needed replacement bark and two fence posts, and to cover part of the outlay for a fund-raising event	up by	£373
Stationery costs have risen sharply to cover the costs of ink and paper for the 'Village Flyers'	up by	£334
Additional web-site costs were incurred for adjustments to control systems and renewal fees	up by	£249
Special events for 2018 increased the War Memorial costs	up by	£195
This year's spares and repairs for the mowers had increased	up by	£156
Minor fluctuations in other areas accounted for the remaining increase of		£45
	Total increase -	<b>£1,352</b>

Balancing these figures gives a final year-on-year decrease of **£8,371**.

# East & West Barkwith Parish Council

**Box 7** - The total balance at the end of the year stands at **£20,836**

It includes the following **Reserved Funds**:-

Play Area - total reserved for replacing equipment -	£1,643
Grass-cutting - reserved for grass-cutting bills, planting, - and countryside projects	£5,635
Land sale - reserved for the major project in connection with the refurbishment of the village hall -	£3,000
History Group funds - small balance from grant plus contributions, reserved for the continuing local history work -	£872
Village Hall - balance of grant for refurbishment work -	£2,960
Total reserved funds -	<b>£14,110</b>

This leaves the general fund standing at **£6,726**, which is within the acceptable range for a council of this size and allows for the payment of Election costs in May.

In Section 4, item F, of the Internal Audit Report the auditor has entered N/A as this council makes all transactions by payments into or out of the bank and everything is supported by the bank records. There are no Petty Cash transactions.

Item K does not apply as there are no Trust Funds.

A copy of the bank reconciliation is attached.

Signed by the Clerk . . . . .  
Barbara J. Theairs

Dated . . . . . 16-4-19 . . . . .



# East & West Barkwith Parish Council

## Bank Reconciliation      2018- 2019

Balance at 31.03.18 on sheet 35      **£19,807.57**  
There were no unpresented cheques

    = Balance brought forward      **£19,807.57**

                    add Income      £9,912.79

                                    Total      **£29,720.36**

                    Less Expenditure      £8,884.00

                    Balance to carry forward      **£20,836.36**

Balance at 27.03.19 on sheet 40      **£20,995.45**  
( Mini-statement confirms no further action before close of year)

Less two unpresented cheques to LALC:-  
No 812 for £147.09 and 813 for £12.00      £159.09

    =Balance to carry forward      **£20,836.36**

Barbara J. Theairs (Parish Clerk)

12th April, 2019

## East & West Barkwith Parish Council

The total end-of year balance for 2018/19 includes the following reserved funds:-

Play Area -	Total reserved for replacing equipment -	£1,643
Grass-cutting - reserved for grass-cutting bills, planting, etc.		- £5,635
Land sale - reserved for the major project in connection with the refurbishment of the village hall		- £3,000
History Group funds - reserved for the local history project		- £872
Village Hall - balance of grant, reserved for remaining work connected with insulation and heating		- £2,960
	Total reserved funds -	<b>£14,110</b>

This leaves the general fund standing at **£6,726**.

Smaller authority name: EAST & WEST BARKWICH PARISH COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF ANNUAL GOVERNANCE & ACCOUNTABILITY  
RETURN (EXEMPT AUTHORITY)**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>13TH JUNE 2019</u> (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2019, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>MRS B. THEAIRS - 01673 858751</u> <u>PARISH CLERK.</u> <u>1 SOUTHVIEW, TORRINGTON LANE,</u> <u>EAST BARKWICH, MARKET RASEN LN8 5RZ</u> commencing on (c) <u>Monday 17 June 2019</u></p> <p>and ending on (d) <u>Friday 26 July 2019</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 1 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e) <u>MRS B. S. THEAIRS</u> <u>PARISH CLERK &amp; RESPONSIBLE FINANCIAL</u> <u>OFFICER</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>