

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

HOLT TOWN 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 2018, 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 it is a sole managing trustee of a local trust or trusts.
			N/A

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

25.2 MINUTE REFERENCE

dated 14/05/18

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

Chairman

Clerk

[Signature]

Staine M. Chivers

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.holttowncouncil.org

Section 2 – Accounting Statements 2017/18 for

HOLT TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	102894	108021	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	81600	102000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	40018	78421	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	38881	53739	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	77610	109583	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	108021	125120	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	108021	125120	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	495136	508992	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 acts as sole trustee for and is responsible for managing Trust funds or assets.
		NO	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Channe M. Chivers

Date 14/05/18

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

14/05/18

and recorded as minute reference:

25.3 PGE 16.

Signed by Chairman of the meeting where approval of the Accounting Statements is given

[Signature]

Annual Internal Audit Report 2017/18

HOLT TOWN 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 2018.

The internal audit for 2017/18 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.			Not Applicable - No PC
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. (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 authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

17/1/18, 9/5/18

DOUGLAS HARROW

Signature of person who carried out the internal audit

[Signature]

SIGNATURE REQUIRED

Date

9th May 2018

*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 3 – External Auditor Report and Certificate 2017/18

In respect of

HOLT TOWN COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability 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 External auditor report 2017/18

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation 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 authority:

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Bank Reconciliation

Local Council Name Holt Town Council

Financial year ending 31 March 2018

Prepared by Elaine Oliver - Clerk and RFODate 31-Mar-18

Balance per bank statements as at 31 March 2018

	£	£
Community Account Barclays Bank	67149.10	
Business Tracker Account Barclays Bank	49118.33	
Business Saver Account Barclays Bank	<u>13366.36</u>	
		129633.79

Less: any un-presented cheques at 31 March 2018

Cheque Number	105714	50.00	
Cheque Number	106135	0.96	
Cheque Number	106184	0.96	
Cheque Number	106613	71.00	
Cheque Number	106373	280.00	
Cheque Number	106374	227.05	
Cheque Number	106376	294.00	
Cheque Number	106375	55.51	
Cheque Number	DD	1299.93	
Cheque Number	DD	1241.11	
Cheque Number	DD	429.00	
Cheque Number	DD	390.00	
Cheque Number	106377	174.30	
			4513.82

Add: any un-banked cash at 31 March 2018

	<u>0</u>
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Net Balances as at 31 March 2018

	<u>125119.97</u>
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The net balances reconcile to the Cash Book (receipts and payments account) for the year as follows

CASH BOOK

Opening Balance 1 April 2017	108021.54
Add: Receipts in the year	180441.08
Less: Payments in the year	163342.65
Closing balance per cash book as at 31 March 2018	<u>125119.97</u>

Explanation of variances – pro forma

Name of smaller authority: HOLT TOWN COUNCIL

County area (local councils and parish meetings only): NORTH NORFOLK

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	81600	102,000	20,400	25%	INCREASED AGREED BY COUNCIL TO MEET BUDGET
Box 3 Total other receipts	40018	78421	38403	96%	WE RECEIVED THE FOLLOWING ONE OFF RECEIPTS £31200 - 5106 PAYMENT £14200 - DONATIONS TO OWL TRAIL THIS EQUALS £45,400 WHICH MAKES THE DIFFERENCE APPROX 99%.
Box 4 Staff costs	38881	53739	14858	38%	2017/18 SAW THE FIRST FULL YEAR OF THE COMPLETE MAINTENANCE TEAM OPERATING WITH 1 FULL TIME + 2 PT. LAST YEAR 1 FT + PT OPERATED ONLY FROM 1.10.16 THIS SHOWED AN INCREASE OF £11951 WITH ADDITIONAL PAYE OF £3002.
Box 5 Loan interest/ capital repayments	0	0	—	—	—
Box 6 All other payments	77610	109583	31973	41%	EXTRA ONE OFF PAYMENTS £11193-82 NEIGHBOURHOOD PLAN £1600 - MOWER £800 - VAN £18419-17- OWL TRAIL THIS EQUALLED £32012-99
Box 9 Total fixed assets & long term investments & assets	495136	508992	13856	3%	GOODS PURCHASED THIS YEAR MOWER £1600 PRESSURE WASHER £124-17 VAN £800 HEDGE CUTTER £523- TRIMMER £135-
Box 10 Total borrowings	0	0	—	—	SHED £654- LAPTOP £750- BARRIERS £285-91 = £14656-08 PLAQUES FOR OWL TRAIL MINUS SCRAPPED SPRINGER £800 = £13856-08.
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: N/A.				

Contact details

Name of smaller authority: HOLT TOWN COUNCIL

County Area (local councils and parish meetings only): NORTH NORFOLK

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	ELAINE OLIVER	MAGGIE PRIOR
Address	COUNCIL OFFICE KERRIDGE WAY HOLT NORFOLK	
Daytime telephone number	01263 712149	01263 711833
Mobile telephone number	07747 828683	N/A.
Email address	holttownclerk@gmail.com.	

**CONFIRMATION OF THE DATES OF THE PERIOD FOR THE
EXERCISE OF PUBLIC RIGHTS**

Name of smaller authority: HOLT TOWN COUNCIL

County Area (local councils and parish meetings only): NORTH NORFOLK

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on 4/6/18

and ending on 13/7/18

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days inclusive and must include the first 10 working days of July 2018.

We have suggested the following dates: Monday 4 June – Friday 13 July 2018.

The latest possible dates that comply with the statutory requirements are Monday 2 July – Friday 10 August 2018.)

Signed: Channe M. Oliver

Role: TOWN CLERK / R.F.O.

**PLEASE SUBMIT THIS FORM TO PKF LITTLEJOHN LLP WITH
THE AGAR AND OTHER REQUESTED DOCUMENTATION**