

SHILLINGSTONE PARISH COUNCIL – TRANSPARENCY CODE DOCUMENTS – JUNE 2017

1. Expenditure over £100: All payments for all amounts are shown in the minutes of monthly parish council meetings published on the web site
2. Year End Accounts: The following copies of a) the Annual Return (section 2) b) the bank reconciliation and c) the explanation of significant variations provide this information
3. Annual Governance Statement: See the following Section 1 of the Annual Return
4. Internal audit report: See the following Section of the Annual Return
5. Councillors: See the following list of names and outside representative roles of parish councillors
6. Land and buildings: see the following list
7. Minutes, agendas etc – these are published on the web site

Malcolm Wilson

Parish Clerk

23<sup>rd</sup> June 2017

# Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

SHILLINGSTONE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	118564	100245	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	23558	23558	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	23790	7846	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	7600	7869	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 smaller authority's borrowings (if any).
6. (-) All other payments	58067	25105	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	100245	98676	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	100245	98676	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	119141	119141	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	0	0	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.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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:

MDL

Date

04/05/2017

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

04/05/2017

and recorded as minute reference:

75/11/16

Signed by Chair at meeting where approval is given:

Shillingstone Parish Council

Bank reconciliation as at 31st March 2017

Total cash and investments as Annual Return £ 98675.73

Represented by cash at bank

Lloyds Bank bond		54513.00
Scottish Widows Bank		40198.73
Lloyds Bank current account		5973.20
less unrepresented cheques	2059	377.20
	2067	1632.00
		3964.00
Total		98675.73

Shillingstone Parish Council		2016-17		Explanation of significant variations (10%, min £100)	
Receipts	£	£	£		£
2016	47348	2017	31404	reduction	15944
				Reduced receipts	9774
				Reduced donations	5504
				no ecb grant	714
				less vat reclaim	
					<u>15992</u>
<b>Expenditure</b>					
2016	65667	2017	32974	decrease	32693
				Increased expenditure	
Reduced expenditure					
insurance premium	772			clerk pay rise	538
no tree work	670			Allotment water supply and tap	1265
reduced water bill	1645			Rec ground hedge work	454
pavilion project costs	22761			Pavilion repairs	202
play repairs reduced	687			professional fees	272
no Cross repairs	3500			extra grants	568
White Pit play reduced	941			lengthsman - grass cutting	2280
Neighbourhood Plan exp	3232				
vat on expenditure	3920				
<b>Total</b>	<b>38128</b>			<b>Total</b>	<b><u>5579</u></b>
				<b>NET DECREASE</b>	<b><u>32549</u></b>

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

SKILLINGSTONE 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:

04/05/2017

and recorded as minute reference:

75/ii)a

Signed by Chair at meeting where approval is given:



Clerk:

MDL

\*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.

# Annual internal audit report 2016/17 to

Enter name of smaller authority here.

SHILLINGSTONE 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.	✓		
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)

Name of person who carried out the internal audit J D PAUL T/A J P CONSULTANTS

Signature of person who carried out the internal audit  Date 20.05.2017

\*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).

## SHILLINGSTONE PARISH COUNCIL JUNE 2017

PARISH COUNCILLORS		
<b>Chairman:</b> Malcolm Webberley	8 Roman Way, Shillingstone, DT11 ORH	01258 860470 <a href="mailto:malcolm@conopusfilm.com">malcolm@conopusfilm.com</a>
<b>Vice-chairman:</b> Tim Kennard	Hambledon Rise, Church Road, Shillingstone, DT11 OSL	01258 863771 <a href="mailto:timkennarduk@gmail.com">timkennarduk@gmail.com</a>
<b>Parish councillors</b>		
Peter Aaron	28 Spencer Gardens, Shillingstone, DT11 0TL	01258 863688 <a href="mailto:peter.aaron@ukgateway.net">peter.aaron@ukgateway.net</a>
Rachel McNamara	Calleywell Cottage, The Cross, Shillingstone, DT11 OSP	01258 863656 <a href="mailto:rachelsoleo@live.co.uk">rachelsoleo@live.co.uk</a>
Kay Ridout  Parish council representative on Portman Hall Committee	25 Wessex Avenue Shillingstone, DT11 0TG	01258 861345 <a href="mailto:kayrunyard@aol.com">kayrunyard@aol.com</a>
Craig Oakley	18 Hine Town Shillingstone, DT11 0SN	01258 861310 <a href="mailto:oakley.moon@virgin.net">oakley.moon@virgin.net</a>
Jim Turnbull	38 Cookswell, DT11 0QZ	01258 861828 <a href="mailto:Jimturnbull99@yahoo.co.uk">Jimturnbull99@yahoo.co.uk</a>
Phil Watts	8 Vale Terrace Shillingstone, DT11 0ST	01258 863619



SHILLINGSTONE PARISH COUNCIL SCHEDULE OF LAND AND PROPERTY ASSETS MAY 2017

ITEM	LOCATION	IDENTIFICATION	DESCRIPTION	VALUE	INSURANCE VALUE	CUSTODIAN
LAND & BUILDINGS	Portman Hall					
	and surrou Blandford I	Deeds held by Blanchards Bailey Solicitors	Community Asset	£1	£300,00 (tbc)	Parish Council is custodian trustee, Portman Hall Cttee managing trustee and responsible for insurance
	(0.158 acres)					
	Recreation Hine Town	Deeds held by Blanchards Bailey Solicitors	Community Asset held in trust by parish Council	£1		Parish Council as sole managing trustee
	(8.268 acre lane					
	Pavilion wi Recreation	Building contract fixtures and fittings held by Parish Clerk	Trust asset	£1	£143,409	Parish Council as sole managing trustee
	Mower she Recreation Gd		Trust asset	£1	£22,407	Parish Council as sole managing trustee
	Modular ct Recreation	Docs with clerk	Community Asset	£1	£57,500	Parish council
	Village Gre Blandford I	Commons registration document held by Parish Clerk	Community Asset	£1		Parish Council
	The Cross Village Green		Community Asset	£1	£30,000?	Parish Council
	Blandford Rd					incl amount
	War Memc Corner of	Land registration	Community Asset	£1	£20,000?	Parish Council
	Poplar Hill/	document held by				



Blandford I Parish Clerk

Community White Pit Deeds held by  
Blanchards Bailey  
Solicitors

Community Asset

£1

TOTAL

£9

Parish Council ownership  
Burton's Community  
Orchard and Wildflower  
Meadow Committee  
licensed to occupy with  
responsibility for  
insurance and maintenance