Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here: ALMELEY 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: 29/6/2017

and recorded as minute reference: finance 4.3

Signed by Chair at meeting where approval is given: [redacted]

Clerk:

*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: AMELEY PARISH COUNCIL

	Year ending 31 March 2016 £	Year ending 31 March 2017 £	Notes and guidance
1. Balances brought forward	9194	9959	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	Restated 7827	10000	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	restated 1605	10054	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	1327	3630	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	1022	1022	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	6318	14432	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	9959	10929	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	9959	10929	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	7789	7789	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	7276	1419	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		✓	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:

Date

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

29/6/2017

and recorded as minute reference:

finance 4.4

Signed by Chair at meeting where approval is given:

[redacted]

Section 3 – External auditor report and certificate

In respect of:

Enter name of smaller authority here: Almeley Parish Council

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual 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. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

See attached

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

—

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify*~~ that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

—

External auditor signature: Grant Thornton UK LLP

External auditor name: Grant Thornton UK LLP Date: 15/12/2017

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here: Almeley 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.			No Petty Cash
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: K A FORD

Signature of person who carried out the internal audit: [redacted] Date: 29/6/17

*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).

Grant Thornton

This page is part of Section 3 - External auditor certificate and opinion 2016/17

Almeley Parish Council

External Auditor Report for the year ended 31 March 2017

Matters reported

RFO certification

The Accounts and Audit Regulations 2015 and proper practices stipulate that it is the responsibility of the Authority's Responsible Financial Officer to certify the Accounting Statements, Section 2 of the Annual Return, as either presenting fairly the financial position of the Authority or properly presenting its receipts and payments, as the case may be. In so certifying the Responsible Financial Officer confirms that proper practices have been followed in preparing the statement of accounts.

The Responsible Financial Officer has not signed section 2 of the Annual Return. The Authority does not have in place proper arrangements for the preparation and approval of the statement of accounts in accordance with proper practices and relevant legislation. In our view, the response to Assertion 1 on the Annual Governance Statement should be 'No'.

In future, the Authority must ensure that the Accounting Statements in section 2 of the Annual Return are prepared in accordance with the Regulations and proper practices.

Risk management

The Authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences. The Authority then needs to address them, by ensuring that appropriate measures are in place to mitigate and manage risk.

The Authority has failed to provide documentary evidence showing how risk management has been considered by those charged with governance during the year. We agree with the Authority that the response to Assertion 5 on the Annual Governance Statement should be 'No'.

In future, the Authority needs to carry out, document and approve an assessment of risks and take appropriate steps to manage those risks in accordance with the Regulations and proper practices.

Internal controls

The Council does not have an adequate system of internal control. Both the internal auditor and the Authority agree that the controls are not adequate, proven by their response to Assertion 2 in section 2 and in the internal auditors report.

In our view the response to Assertion 2 on Section 1 of the Annual Return should have been "No".

Grant Thornton

This page is part of Section 3 - External auditor certificate and opinion 2016/17

Almeley Parish Council

External Auditor Report for the year ended 31 March 2017

Matters reported continued

Accounting statements

The Authority needs to prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year. It needs to monitor actual performance against its budget during the year, taking corrective action where necessary. The Authority has not discussed at full council or minuted the consideration for an increase in precept. The Authority has not properly prepared and approved a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year.

Box 3, Total other receipts

The Authority has not been able to provide an explanation for a variance of box 3 between 2015/16 and 2016/17 figures. The amount unexplained is £3,236, assurance can therefore not be given over the figure entered in box 3, total other receipts, in the 2016/17 annual return.

Grant Thornton UK LLP

Grant Thornton UK LLP
Date
15/12/2017
Our ref HRF005

NAME OF SMALLER AUTHORITY: ALMELEY PARISH COUNCIL

NOTICE OF CONCLUSION OF AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

The Accounts and Audit Regulations 2015 (SI 2015 No.234)
The Local Audit and Accountability Act 2014

NOTICE	NOTES
1. **Date of announcement** FRIDAY 5th JANUARY 2018 (a)	(a) Insert date of placing of this Notice
2. **Notice of conclusion of audit and publication of accounts.** **The audit of the authority's accounts for the above year has been concluded on:** 15th DEC 2017 **(date) by grant Thornton UK LLP.**	(b) **Parish Councils** should publish information on a website.
The Annual governance statement, Accounting statements and the External auditor certificate and report (the Annual Return), have been published (b)(c).	(c) **Parish meetings** should display information in a conspicuous place in the area of the authority for at least 14 days.
Copies of documents are available for purchase by any person on payment of a reasonable sum. Documents will remain available for public access for a period of not less than 5 years from the date of this notice (d).	(d) See note 25.2 of the Local Audit and Accountability Act 2014 for further information.
3. **Section 25 of the Local Audit and Accountability Act 2014 provides for the exercise of public rights to inspect the statement of accounts:** • **Local Government Electors and their representatives have rights to make copies of:** • the accounting statements, • the external auditor's opinion and certificate of completion (e), • any public interest report relating to the authority, and • any recommendation relating to the authority. **For the year ended 31 March 2017 these documents will be available on reasonable notice on application to the person in paragraph 4 below.**	(e) Section 3 of Annual Return provides the external auditors certificate and report including any subsequent pages attached.
4. **Person to which you can apply to inspect the accounts and availability (f)** Name: EMMA THOMAS Position: CLERK to ALMELEY PARISH COUNCIL Address: HADLEIGH BISHOPS FROME, WR6 5AP Tel no: 01885 490414 Email: apcclerk@gmail.com Days and times of availability: By appointment.	(f) Insert name, position, address and contact details such as telephone and email of the Clerk or other person to which any person may apply to inspect the above documents, and the details of the manner in which notice should be given of an intention to inspect the accounting records and other documents.
5. **Signature and name of person giving Notice on behalf of the authority** [redacted] **Clerk and/or Responsible Financial Officer**	

For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – A Guide to Your Rights are available from the National Audit Office website

https://www.nao.org.uk/code-audit-practice/wp-content/uploads/sites/29/2015/03/Council-accounts-a-guide-to-your-rights.pdf