

Annual Internal Audit Report 2018/19

BOLTON 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 <input checked="" type="checkbox"/>		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

31.10.18 16.1.19 15.4.19

J. R. COTTER

Signature of person who carried out the internal audit

[Signature]

Date

15.4.19

*If the response is 'no' you must include a note to 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:

BOLTON 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.	✓		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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		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.	✓		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 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	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

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

20/05/19

and recorded as minute reference:

015/19/20

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

Chairman

Clerk

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

~~www.Bolton.org.uk~~

www.Boltonvillage.org.uk

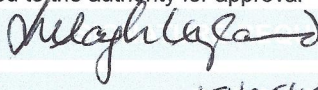
Section 2 – Accounting Statements 2018/19 for

BOLTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	5,377	22,419	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	5,945	6,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	17,790	30,481	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	2,314	2,455	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	4,379	47,931	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	22,419	9,015	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	22,419	9,015	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	25,714	25,725	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	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, 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


Date 19/05/19.

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

20/05/19.

as recorded in minute reference:

016/19/20

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



BOLTON PARISH COUNCIL, FINANCIAL YEAR ENDING 31 MARCH 2019		
FINAL BANK RECONCILIATION		
Prepared by Shelagh Leyland, Clerk and Responsible Financial Officer		
Date 5 April 2019		
Balance per bank statements as at 31 March 2018		
Business Current Account 50276162	50.00	
Business Savings Account 60834513	6463.77	
Community Account (project) 03750396	16015.58	
		22,529.35
Unpresented cheques		
100479 CALC	70.00	
100480 Cumbria in Bloom	40.00	110.00
NET BALANCE 31 March 18		22419.35
Balance per bank statements end March 2019		
Business Current Account 50276162	50.00	
Business Savings Account 60834513	3445.93	
Community Account (project) 03750396	5518.63	
		9014.56
Unpresented cheques	0.00	
NET BALANCE 31st March 2019		9,014.56
Reconciliation of net balance with receipts and payments		
Opening balance	22,419.35	
Add receipts	36,981.33	
Less payments	50,386.12	
		9,014.56

Reconciled from 1 April 18 - 31st March 2019

John Cotter, Internal Auditor

..... Date.....

15.4.19.

TOTAL INCOME 2018/19		
PRECEPT ACCOUNT 60834513		
27-Apr-18	EDC precept	6535.00
23-May-18	VAT reclaim	488.58
29-Jun-18	Interest	3.60
13-Jul-18	CCC grant software	100.00
10-Aug-18	MFR donation for defib pads	99.00
	memorial hall donation grass cutting	400.00
24-Aug-18	CCC grant cooker	500.00
3-Sep-18	interest	4.16
26-Oct-18	EDC footway light grant	1210.00
29-Oct-18	Donations from hall& exchange	600.00
3-Dec-19	Interest	3.86
29-Mar-19	Interest	2.70
		9946.90
PROJECT ACCOUNT 03750396		
April - June	Fundraising activities	7117.18
23-May	EDC grant	7500.00
10-Aug	Memorial Hall donation to playpark	1000.00
14-Sep-18	Frieda Scott Trust grant	3500.00
14-Nov-18	Shared Heritage Lottery grant	6800.00
15-Nov-18	Bonfire night fund	747.25
6-Dec-19	Bolton in Bloom fundraising	328.00
	sale of drinks (playpark)	15.00
23-Jan-01	sale of mulled wine	27.00
		27034.43
TOTAL INCOME 2018-19		36981.33

TOTAL EXPENDITURE 2018-19		
PRECEPT ACCOUNT 60834513		
Q1		1357.30
Q2		3949.96
Q3		2223.11
Q4		2324.37
		9854.74
PROJECT ACCOUNT 03750396		
Q1		396.60
Q2		4116.84
Q3		34561.46
Q4		1456.48
		40531.38
TOTAL		50386.12

EXPENDITURE PRECEPT ACCOUNT

Date	To Whom			Expenditure
21-05-18	S Leyland	Salary Dec17, apr/may18	541.74	
		Reimbursement office supplies	42.16	
		Reimbursement dog fouling signs	20.32	604.22
	Memorial Hall	Hall hire 21 May		22.00
	CALC	Annual subscription		165.00
	ICO	data protection fee		35.00
	Came & Company	Insurance		421.97
	J Richardson	Wood (for pinfold gate)		53.36
		Wood (for planter)		55.75
16 July	S Leyland	Salary June/July18	377.72	
		reimbursement paint for benches etc	15.00	392.72
	memorial Hall	hire 16th July		22.00
	AED locator	defib replacement pack		118.80
	Mark Hill	Grass cutting		1331.10
	HMRC	PAYE		141.40
17 Sept.	S Leyland	Salary Aug/Sep	377.72	
		Reimbursement cooker for hall	1202.62	1580.34
	memorial Hall	hall hire September 17th		22.00
	HMRC	PAYE 2nd Q		141.60
	Fellrunner	Donation		200.00
19 nov	S Leyland	Salary Oct/Nov	377.72	
		Reimbursement postage stamps	6.96	
		Reimbursement pots and pans	100.00	
		Reimbursement printer cartridges	50.85	
		Reimbursement stationary	39.56	
		Reimbursement Web software	181.02	756.11
	CALC	Training in planning x 3 persons		114.00
	Bolton Memorial Hall	Hall hire		22.00
	Mark Hill	grass cutting		1331.00
21-Jan	S Leyland	Salary Dec/Jan	377.72	
		Reimbursement B in B paper	12.95	390.67
	EDC	Footway lights supply & maintenance		837.36
	Memorial Hall	Hall hire		22.00
	D. Dewey	Reimbursement travel expenses (B in B awards)	35.00	
		Reimbursement trophy engraving	20.00	55.00
	Bolton Memorial Hall ,	grant for external light fitting for defib		100.00
	CALC	councillor training		45.00
	HMRC	PAYE		141.60
06-Mar	S Leyland	Salary Feb/Mar	377.72	
		Reimburse refreshments for community day	58.30	436.02
	Bolton memorial Hall	Hall hire		22.00
	HMRC	PAYE		141.60
	D Dewey	Reimbursement wood & paint (B in B)		63.88
	R Hastwell	reimbursement plants (B in B)		69.24
				9854.74

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24-Aug-18	CCC grant cooker	500.00
3-Sep-18	interest	4.16
26-Oct-18	EDC footway light grant	1210.00
29-Oct-18	Donations from hall& exchange	600.00
3-Dec-19	Interest	3.86
29-Mar-19	Interest	2.70
		9946.90
PROJECT ACCOUNT 03750396		
April - June	Fundraising activities (playpark)	7117.18
23-May	EDC grant (Playpark)	7500.00
10-Aug	Memorial Hall donation to playpark	1000.00
14-Sep-18	Frieda Scott Trust grant (playpark)	3500.00
14-Nov-18	Shared Heritage Lottery grant Stone bench)	6800.00
15-Nov-18	Bonfire night fund	747.25
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PROJECT ACCOUNT 03750396		
Q1		396.60
Q2		4116.84
Q3		34561.46
Q4		1456.48
		40531.38
TOTAL		50386.12

Explanation of variances – pro forma

Name of smaller authority: **BOLTON PARISH COUNCIL, CUMBRIA**
County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

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

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	5,377	22,419				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	5,945	6,600	555	9.34%	NO		
3 Total Other Receipts	17,790	30,481	12,691	71.34%	YES		fundraising & multiple grants for a new community playpark, see income breakdown
4 Staff Costs	2,314	2,465	141	6.09%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	4,379	47,951	43,552	994.56%	YES		Payments related to costs of new community play park, including donation to Eden District Council (which manages and contracted for the play area), see expenditure breakdown. Play equipment is currently owned by Eden District Council, and therefore is not on our asset register.
7 Balances Carried Forward	22,419	9,014			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	22,419	9,015				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	25,714	25,725	11	0.04%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable