

Local council name: CHILTON TOWN COUNCIL

**Notice of appointment of date for the exercise of public rights
Accounts for the year ended 31st March 2019**

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: <u>18/6/19</u> (a)</p>	<p>(a) Insert date of placing of this notice on your website.</p>
<p>2. Each year the Council's/Meeting's (b) Annual Return is audited by an auditor appointed by Public Sector Audit Appointments Limited. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2019 these documents will be available on reasonable notice on application to:</p>	<p>(b) Delete as appropriate.</p>
<p>(c) <u>TOWN CLERK</u> <u>CHILTON TOWN COUNCIL</u> <u>HUTTON HOUSE DURHAM ROAD</u> <u>CHILTON DL17 0HE</u></p>	<p>(c) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p>
<p>commencing on (d) <u>18/6/19</u></p>	
<p>and ending on (e) <u>29/7/19</u></p>	
<p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> • the opportunity to question the auditor about the accounts; and • the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Council/Meeting (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p>	<p>(d) And (e) The inspection period must include 1 July 2019 to 12 July 2019 inclusive and be 30 working days in total.</p>
<p>4. The audit is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your audit is being carried out by:</p>	<p>(f) Delete as appropriate</p>
<p>Mazars LLP, Salvus Aykley Heads, Durham, DH1 5TS</p>	
<p>5. This announcement is made by (g) <u>JOHN ROBINSON</u> <u>Ackny Town Clerk</u></p>	<p>(g) Insert name and position of person placing the notice</p>

Working details for ANNUAL RETURN - Year ended 31 March 2019

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	98,094	102,603	310	0	General Reserves
1	98,094	102,603	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2	199,000	217,442	1076	130	Precept
2	199,000	217,442	Total amount of Precept income received in the year		
3	10,091	3,648	1077	130	LCT TRS GRANT
3	0	500	1080	300	Grants
3	743	0	1090	210	Donations & Contributions
3	2,234	100	1090	300	Donations & Contributions
3	6,970	6,068	1110	200	Rent Received
3	7,828	13,204	1120	240	Burial Fees
3	44	71	1125	110	Fees & Charges
3	200	100	1125	115	Fees & Charges
3	18	3	1125	200	Fees & Charges
3	849	683	1125	210	Fees & Charges
3	35	0	1125	220	Fees & Charges
3	2	20	1125	300	Fees & Charges
3	0	102	1127	210	Wayleaves
3	58	141	1130	110	Interest
3	0	1,678	1155	300	Sales - Fireworks
3	0	365	1157	300	Sales - Coach Trip
3	29,072	26,684	Total income or receipts as recorded in the cashbook minus the Precept		
4	84,783	82,563	4000	100	Staff Salaries
4	200	200	4025	100	Staff Allowance
4	420	248	4240	100	Training/Conferences Staff
4	85,403	83,011	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 expenses		
5	5,531	0	4060	120	Loan Repayments
5	5,531	0	Total expenditure or payments of capital and interest made during the year on borrowings		
6	0	441	4040	115	Maintenance
6	98	0	4040	210	Maintenance
6	0	27	4040	220	Maintenance
6	74	68	4047	115	Cleaning Materials
6	57	14	4047	220	Cleaning Materials
6	5	0	4047	250	Cleaning Materials
6	58,990	45,515	4050	215	Grounds Maintenance
6	525	0	4050	220	Grounds Maintenance
6	0	424	4051	250	Legionella Tests + other works
6	0	800	4052	220	Ground Maint extra works
6	1,124	1,054	4070	115	Electricity

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Working details for ANNUAL RETURN - Year ended 31 March 2019

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	873	638	4070	210	Electricity
6	358	499	4070	220	Electricity
6	26	144	4070	240	Electricity
6	1,285	1,947	4070	250	Electricity
6	0	1,565	4075	110	Telephone
6	3,464	0	4075	115	Telephone
6	430	477	4075	220	Telephone
6	587	534	4076	110	Mobile Phones
6	1,178	1,178	4080	115	Water
6	1,697	3,840	4080	200	Water
6	1,578	1,758	4080	220	Water
6	75	229	4080	240	Water
6	73	1,430	4080	250	Water
6	2,124	1,162	4090	115	Gas
6	370	247	4090	220	Gas
6	1,366	1,966	4095	115	Rates
6	700	775	4095	240	Rates
6	998	1,105	4095	250	Rates
6	500	477	4096	110	Postage
6	716	368	4097	110	Stationary
6	867	421	4098	110	Photocopying
6	800	250	4100	150	Website Design
6	0	715	4105	150	Website Annual Fee
6	0	80	4111	105	Advertising
6	454	396	4111	110	Advertising
6	573	0	4111	215	Advertising
6	200	200	4120	300	Mapping
6	174	0	4135	110	Office Equipment
6	391	188	4137	200	Tools & Equipment
6	120	126	4137	210	Tools & Equipment
6	84	1,802	4137	220	Tools & Equipment
6	70	0	4137	250	Tools & Equipment
6	549	43	4137	300	Tools & Equipment
6	479	1,200	4140	115	Fire & Alarm Maintenance
6	81	140	4145	115	Fire Extinguisher Service
6	5,201	3,516	4150	110	Machine Lease & Maintenance
6	671	973	4155	115	Repair & Maintenance
6	302	484	4155	200	Repair & Maintenance
6	144	854	4155	220	Repair & Maintenance
6	249	1,710	4155	230	Repair & Maintenance
6	660	250	4155	240	Repair & Maintenance
6	842	599	4155	250	Repair & Maintenance
6	0	410	4155	300	Repair & Maintenance
6	0	4,105	4156	115	New boiler
6	2,750	2,875	4160	300	Advice Session (CAB)

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Working details for ANNUAL RETURN - Year ended 31 March 2019

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	7,699	2,885	4210	210	Plant watering
6	0	3,402	4215	210	Plants
6	0	167	4215	220	Plants
6	0	222	4215	240	Plants
6	1,294	1,684	4220	230	Inspections
6	7,067	8,383	4225	110	Insurance
6	121	124	4227	110	Bank Charges
6	0	960	4230	110	Audit Internal
6	1,004	600	4235	110	Audit External
6	250	62	4245	105	Training/Conferences Members
6	1,047	1,212	4250	110	Memberships and Subscriptions
6	55	0	4250	200	Memberships and Subscriptions
6	585	1,388	4269	110	IT Services
6	0	96	4269	220	IT Services
6	550	600	4270	110	Accounts Services
6	331	682	4272	100	Professional Fees
6	167	250	4272	110	Professional Fees
6	126	2,611	4272	220	Professional Fees
6	272	0	4272	250	Professional Fees
6	0	45	4273	110	Data Protection
6	20	20	4274	110	Licences
6	0	1,253	4275	300	Contingency Fund
6	0	9	4277	300	Refreshments
6	829	0	4280	210	Dog Poop Purchase
6	383	658	4290	200	Skip Hire
6	775	0	4300	300	Xmas Lights- Decorations
6	982	745	4305	300	Xmas Lights- Erect & Install
6	785	0	4310	300	Xmas Lights- Platform Hire
6	-3	193	4312	300	Xmas Lights - electricity
6	0	22	4313	300	Xmas Lights - Repair
6	60	0	4330	105	Civic Duties
6	2,610	5,764	4335	105	Elections
6	0	50	4340	300	Materials
6	1,123	0	4345	210	Street furniture
6	295	295	4350	115	CCTV
6	349	0	4350	210	CCTV
6	-74	0	4350	220	CCTV
6	210	216	4360	115	Town Clock Maintenance
6	120	120	4365	115	Windows Cleaned
6	5,571	756	4370	300	Gala&Other Events
6	0	250	4371	300	Miners Gala
6	0	265	4372	300	Town Gala
6	0	270	4373	300	Fun in the Park
6	0	1,742	4374	300	Remembrance
6	0	3,040	4376	300	Fireworks display

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Working details for ANNUAL RETURN - Year ended 31 March 2019

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	0	480	4378	300	Coach Trip
6	0	1,550	4380	300	Community Support
6	0	290	4400	220	Maintenance - Miners Welfare
6	0	108	4405	240	Maintenance- Cemetery
6	3,029	3,126	4410	210	Maintenance A167 Street Lights
6	66	66	4415	240	Cemetery - plaques for GOR
6	0	14,570	4460	220	Grant to Chilton Miners Welfar
6	0	3,440	4460	250	Grant to Chilton Miners Welfar
6	Total other payments	132,628	154,686	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)	
7	Balances carried forwrd	102,603	109,032	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]	
8	40,768	31,220	200	0	Co-operative Current 2637
8	8,101	12,103	205	0	Co-operative Bank Acc 2640
8	69,029	69,168	215	0	Barclays Account 0080
8	Total Cash & Investments	117,897	112,491	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March	
9	Total Fixed Assets	0	0	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register	
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)	

A/c Code	105 VAT Control A/c				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	12,980.96	
1	01/04/2018	102845	Cashbook	Ground Maint - 03/18 + extra	976.00	
1	01/04/2018	102844	Cashbook	Lyreco	14.22	
1	05/04/2018	DD 01 005	Cashbook	Tel/bb - HH & MW + mob	80.62	
1	05/04/2018	DD 01 005	Cashbook	tel/bb - MW & HH +mob		80.62
1	05/04/2018	102849	Cashbook	Monthly advert	6.00	
1	06/04/2018	Inc 01 003	Cashbook	vat refund		9,281.49
1	09/04/2018	DD 01 006	Cashbook	Visa	23.04	
1	09/04/2018	102850	Cashbook	Maintenance Charge	59.00	
1	13/04/2018	SO1 003	Cashbook	Tennis Courts 2nd Payment	4,729.20	
1	26/04/2018	DD 01 005	Cashbook	Tel/bb at MW/HH +mobile	80.62	
2	01/05/2018	102854	Cashbook	office stationary	10.49	
2	04/05/2018	102855	Cashbook	SLA - HR Payroll 18 - 19	56.45	
2	04/05/2018	102857	Cashbook	ground maint-Apr+skip re allot	1,098.75	
2	04/05/2018	102861	Cashbook	Monthly meeting advert	6.00	
2	08/05/2018	102863	Cashbook	Continous public lighting	0.77	
2	08/05/2018	102864	Cashbook	Lighting Chilton	32.21	
2	08/05/2018	DD 02 005	Cashbook	Tel/Mob/BB - HH & MW	70.97	
2	08/05/2018	DD 02 006	Cashbook	various	10.88	
2	17/05/2018	102870	Cashbook	Bunting + union jack	68.72	
3	01/06/2018	DD 03 006	Cashbook	Copier fees 1/2 - 2/5/18	15.56	
3	01/06/2018	DD 03 007	Cashbook	Photocopier lease	150.00	
3	01/06/2018	DD 03 001	Cashbook	1/4 telephone lease+ admin fee	25.00	
3	05/06/2018	DD 03 010	Cashbook	tel/BB/mob - MW & HH	87.94	
3	08/06/2018	102872	Cashbook	Ground Maint - May	1,058.75	
3	08/06/2018	102873	Cashbook	Air Con Maint 1/6/18 -31/5/19	33.00	
3	08/06/2018	102880	Cashbook	Community Newspaper Support Cl	6.00	
3	15/06/2018	102881	Cashbook	Gas-HH extn 9/3 - 6/6/18 READ	9.12	
3	15/06/2018	102882	Cashbook	Elec - c/rooms 2/3-1/6/18	9.33	
3	15/06/2018	102883	Cashbook	Elec for 4 sites	23.09	
3	18/06/2018	102886	Cashbook	Governance Structure	230.10	
3	19/06/2018	102887	Cashbook	Gas - MW 15/3 - 11/6 READ	4.35	
3	20/06/2018	DD 03 013	Cashbook	visa - various	5.83	
3	21/06/2018	DD 03 019	Cashbook	Christmas lights, verge	0.15	
3	22/06/2018	102889	Cashbook	Gas HH orig 16/3-12/6/18 READ	12.80	
3	25/06/2018	DD 03 020	Cashbook	F/L c/rooms 7/3-7/6/18 EST	7.01	
3	27/06/2018	Inc 03 004	Cashbook	vat refund		14,618.41
4	05/07/2018	102895	Cashbook	ground maint - June	1,058.75	
4	05/07/2018	102897	Cashbook	1/4 pg advert: 2 clr vacancy	44.00	
4	09/07/2018	DD 04 005	Cashbook	Visa - various payments	5.83	
4	13/07/2018	102899	Cashbook	Re-position 2 courts	356.00	
4	13/07/2018	102900	Cashbook	Legionella Test - C/Wayman	75.80	
4	20/07/2018	102903	Cashbook	Thinford Nurseries	657.00	
4	31/07/2018	102905	Cashbook	Phase 1&2 fencing PT allots	1,730.00	

A/c Code 105 VAT Control A/c
Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
5	06/08/2018	102907	Cashbook	Road Closure - Miners Gala	50.00	
5	06/08/2018	102909	Cashbook	Ground Maint - July 18	1,058.75	
5	06/08/2018	102912	Cashbook	Office stationary	9.03	
5	06/08/2018	102913	Cashbook	Annual Clock Service	43.20	
5	15/08/2018	102916	Cashbook	Road Closure-Town Gala 21/7/18	53.00	
5	17/08/2018	DD 05 009	Cashbook	visa - various payments	25.16	
7	07/09/2018	102929	Cashbook	Thinford Nurseries	165.00	
7	07/09/2018	102929	Cashbook	102929		165.00
7	10/09/2018	DD 6/7 004	Cashbook	Photocopying	26.15	
7	10/09/2018	DD 6/7 004	Cashbook	Photocopying		26.15
7	11/09/2018	102918	Cashbook	Monthly meeting advert	6.00	
7	11/09/2018	102922	Cashbook	Tech supp. & update to 31/8/19	40.00	
7	11/09/2018	102924	Cashbook	Ground Maint - Aug '18	1,058.75	
7	11/09/2018	102926	Cashbook	Monthly advert fee	6.00	
7	11/09/2018	102928	Cashbook	Omega software annual support	50.00	
7	11/09/2018	102929	Cashbook	Watering - Aug	165.00	
7	11/09/2018	DD 6/7 006	Cashbook	Photocopier Lease	150.00	
7	11/09/2018	DD 6/7 004	Cashbook	Photocopying	26.15	
7	11/09/2018	DD 6/7 010	Cashbook	Tel/mob/b-band/fax	54.07	
7	11/09/2018	DD 6/7 005	Cashbook	Tel lease & insurance	17.58	
7	11/09/2018	DD 6/7 010	Cashbook	Tel/mob/b-band/fax		54.07
7	11/09/2018	DD 6/7 010	Cashbook	Tel/mob/b-band	54.07	
7	13/09/2018	102931	Cashbook	Elec-c/rooms 2/6 - 1/9	3.76	
7	17/09/2018	102932	Cashbook	Watering - July	176.00	
7	20/09/2018	102934	Cashbook	War Horse Bench-WW1 centenary	205.10	
7	21/09/2018	102936	Cashbook	Elec - various sites	27.76	
7	21/09/2018	DD 6/7 019	Cashbook	Elec, 1/6-31/8	3.01	
7	25/09/2018	102938	Cashbook	Pavilion, 12/6 - 13/9 READ	0.19	
8	01/10/2018	102933	Cashbook	HH extn 7/6 - 6/9 est	3.51	
8	05/10/2018	DD 07 005	Cashbook	F/L at changing room 8/6 - 4/9	210.20	
8	08/10/2018	102941	Cashbook	Ground Maint, Sept + extras	1,069.15	
8	08/10/2018	102942	Cashbook	Calibrate thermometer	9.00	
8	08/10/2018	102943	Cashbook	Monthly meeting advert	6.00	
8	08/10/2018	102944	Cashbook	Fencing, phase 3 Prospect Tce	943.00	
8	08/10/2018	DD 07 006	Cashbook	Tel/Mob/BB-HH & MW	54.05	
8	09/10/2018	DD 07 008	Cashbook	Postage service fee	6.44	
8	12/10/2018	102946	Cashbook	Watering - Sept '18	99.00	
8	17/10/2018	Inc 07 005	Cashbook	vat refund 1/4/18 - 31/8/18		14,087.87
8	18/10/2018	102949	Cashbook	2018 Fireworks - balance	452.00	
8	18/10/2018	102950	Cashbook	External audit, ye a/c 31-3-18	120.00	
8	19/10/2018	102951	Cashbook	M/W Governance advice	135.00	
8	29/10/2018	102953	Cashbook	Tommy Silhouette	129.38	
9	13/11/2018	102955	Cashbook	Monthly meeting advert	6.00	
9	13/11/2018	102958	Cashbook	Governance Structure - MW	101.40	

A/c Code	105 VAT Control A/c					
Centre	(none)					
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
9	13/11/2018	102959	Cashbook	Ground Maint, Oct + extra work	1,063.15	
9	13/11/2018	DD 08 005	Cashbook	tel, bb, mob - HH & MW	54.86	
10	03/12/2018	DD 10 004	Cashbook	Photocopying 1/8 - 1/11	21.93	
10	03/12/2018	DD 10 005	Cashbook	Telephone lease	17.58	
10	03/12/2018	DD 10 006	Cashbook	Photocopier lease	150.00	
10	04/12/2018	DD 10 008	Cashbook	Tel/mob/bb - HH + MW	51.55	
10	07/12/2018	DD 10 009	Cashbook	Postage	1.00	
10	10/12/2018	102970	Cashbook	HR advice & guidance	18.00	
10	10/12/2018	102972	Cashbook	Christmas Tree	62.00	
10	10/12/2018	102976	Cashbook	Ground maint +extra	1,071.44	
10	10/12/2018	102977	Cashbook	Anti virus licensing + website	120.74	
10	10/12/2018	102978	Cashbook	Office 365 E1 sub/inst/test	129.00	
10	10/12/2018	102979	Cashbook	maint - intruder alarm	47.40	
10	11/12/2018	102980	Cashbook	Elec, F/L-MW, HH, Pav- MW, Cem	26.94	
10	11/12/2018	102981	Cashbook	Elec - changing rooms	3.51	
10	11/12/2018	102982	Cashbook	Gas-HH orig build 6/9-28/11EST	7.93	
10	18/12/2018	192984	Cashbook	SLA - street lighting on A167	625.12	
10	18/12/2018	102985	Cashbook	Road closures x 3 events	191.00	
10	18/12/2018	102989	Cashbook	Maint for fire alarm	48.40	
10	18/12/2018	102990	Cashbook	Replace exist fire detection	69.00	
10	18/12/2018	102984	Cashbook	SLA street lighting - A167		625.12
10	21/12/2018	DD 10 015	Cashbook	xmas lights on verge 1/9-30/11	3.04	
10	24/12/2018	DD 10 016	Cashbook	F/L at c/rooms 5/9-4/12	8.04	
11	07/01/2019	102991	Cashbook	Gas - HH extn	5.67	
11	07/01/2019	DD 11 005	Cashbook	Tel/bb - MW & HH + mob	53.07	
11	08/01/2019	DD 11 007	Cashbook	Postage	1.00	
11	10/01/2019	102993	Cashbook	Monthly meeting advert	6.00	
11	10/01/2019	102995	Cashbook	SLA, lights on A167	625.12	
11	10/01/2019	102998	Cashbook	Monthly meeting advert	6.00	
11	10/01/2019	103000	Cashbook	Ground maint - Dec + extra	1,068.75	
11	11/01/2019	102992	Cashbook	advisory service to 31/03/19	59.00	
11	11/01/2019	103003	Cashbook	Refill planters, 3 tier+daffs	238.00	
11	04/02/2019	103004	Cashbook	Cleaning mats+ selection boxes	17.35	
11	04/02/2019	103005	Cashbook	various works	63.00	
11	04/02/2019	103006	Cashbook	Repair safety surface - WCT	102.00	
11	04/02/2019	103008	Cashbook	Office stationary	7.55	
11	04/02/2019	103011	Cashbook	Review of governance - MW	249.00	
11	04/02/2019	103012	Cashbook	Annual playground insp x 5	110.00	
11	04/02/2019	103013	Cashbook	Deposit for 2019 display	108.00	
11	04/02/2019	103014	Cashbook	balance fire detection renewal	69.00	
11	05/02/2019	DD 11 015	Cashbook	tel/bb - HH & MW + mob	52.10	
11	07/02/2019	103016	Cashbook	Ground maint - Jan '19	1,058.75	
11	07/02/2019	103017	Cashbook	extra works at PT allots	34.40	
11	07/02/2019	103021	Cashbook	replace battery re: service	6.20	

A/c Code 105 VAT Control A/c

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
11	08/02/2019	DD 11 016	Cashbook	Postage	1.00		
11	11/02/2019	103023	Cashbook	3 allot s/tap cover	39.00		
11	14/02/2019	102035	Cashbook	SLA for IT support	16.00		
11	14/02/2019	103026	Cashbook	HR & guidance	30.00		
11	20/02/2019	103031	Cashbook	Stationary	11.44		
12	01/03/2019	DD 12 001	Cashbook	Photocopying	21.16		
12	01/03/2019	DD 12 004	Cashbook	Photocopier lease	17.58		
12	01/03/2019	DD 12 005	Cashbook	Photocopier	150.00		
12	06/03/2019	103032	Cashbook	Monthly advert	6.00		
12	06/03/2019	103035	Cashbook	Monthly advert	6.00		
12	06/03/2019	103036	Cashbook	Allot gate numbers	37.50		
12	06/03/2019	103037	Cashbook	supply 2 skips - clear allot	91.66		
12	06/03/2019	103038	Cashbook	T/Rolls - Miners Welfare	2.74		
12	06/03/2019	103039	Cashbook	Ground Maint - Feb 19	1,058.75		
12	07/03/2019	103040	Cashbook	Alarm repair + 2 new batteries	29.00		
12	08/03/2019	DD 12 008	Cashbook	Tel/BB/mob - HH & MW	53.02		
12	19/03/2019	103041	Cashbook	Tree works at MW	104.00		
12	19/03/2019	103042	Cashbook	Play area insp 18-19	226.80		
12	19/03/2019	1034043	Cashbook	Monthly advert	6.00		
12	19/03/2019	103044	Cashbook	Changing rooms 2/12 - 1/3	3.04		
12	21/03/2019	DD 12 014	Cashbook	Xmas lights, verge 1/12-28/2	3.57		
12	22/03/2019	103049	Cashbook	Gas, HH 29/11 - 7/3	15.78		
12	28/03/2019	103050	Cashbook	MW 14/12 - 14/3/19	9.79		
12	28/03/2019	103051	Cashbook	HH 14/12 - 14/3	6.62		
12	28/03/2019	103052	Cashbook	Rope repair WCT park	240.00		
12	28/03/2019	103053	Cashbook	Postage	1.00		
12	28/03/2019	103054	Cashbook	Fire extinguisher serv/repair	27.92		
12	28/03/2019	103053	Cashbook	Postage		1.00	
Account VAT Control A/c					Account Totals	42,675.13	38,939.73
Centre					Net Balance Month 12	3,735.40	

INTERNAL AUDIT ANNUAL REPORT – 2018/2019

CHILTON TOWN COUNCIL

1. Background
 - 1.1. Local Councils in England and Wales (Parish Councils, Town councils) are expected to complete an annual return (AGAR) summarising their annual activities at the completion of each financial year.
 - 1.2. One of the sections requires the Council's independent internal auditor to give an opinion of the Council's internal Controls
2. Objectives of the Audit
 - 2.1. To examine the system of internal controls to ensure that the Town Council may obtain an adequate level of assurance for its activities during the year.
3. Scope of the Work and the areas of Audit Work examined.
 - 3.1 The Scope of Work covers the key control tests identified in the AGAR..
 - 3.2. To properly complete the audit the following areas of activity have been examined and tested by Internal Audit:
 - Payroll
 - Creditors
 - Risk Management
 - Income collection and Banking arrangements
 - Petty cash (none held)
 - Assets
 - Debtors
 - Budgetary Control (including year end procedures)
 - 3.3. The Town Clerk has been on long term sick leave during the year. The audit findings of this report have been discussed with the interim Town Clerk of the Council.
4. Findings
 - 4.1. Payroll
 - 4.1.1 The Parish Council has 2 employees (1 full time (Town Clerk) and 1 part time Receptionist/ Clerk, and a cleaner). Weekly Time Records are completed for all and are signed and dated by them. The Town Clerk approves the Receptionist/Clerk and Cleaners Time Record and the Town Clerks Time Record is signed by the Mayor.
 - 4.1.2. Staff work standard/fixed hours and are paid by Durham County Council. Any changes to the normal hours are notified by the Town Clerk to Durham County Council. The increases in the rates of pay is determined by the National Pay award for local government workers and approved by the Council Members and recorded in the minutes. Any car mileage is paid through the creditors system.
 - 4.1.3. Any extra hours worked is recorded on the Time Record sheet and recorded later as Time Off In Lieu.
 - 4.1.4. There are holiday cards showing when leave is taken which were correctly authorized and at the end of year the leave recorded is checked to ensure that the correct number of days is taken.
 - 4.1.5. I examined the weekly time sheets for the financial year 2018/2019 and found that they had been properly completed and authorized.

4.1.6. The H.M.R.C changed the way it collects tax and national insurance in real time, and the County Council requires Chilton Town Council to agree to a service level agreement in which the Town Council sets up a BACS system where staff are paid directly from the Town Council's current account. This involves two payments one for staff salaries at net pay and the second payment for tax, national insurance, superannuation and employer's contributions, which become due the following month.

4.2. Creditors (Accounts Payable)

4.2.1. The receptionist inputs all invoices into the finance system (RBS) after checking that goods have been received with Town Clerk approving the invoices. Compensating checks are carried out by Members, who verify the invoices to a monthly report and agree the payment of accounts and confirm bank reconciliations.

4.2.2. The file of cheque, direct debit, standing orders and visa payments were examined between April 2018 to February 2019 to the RBS financial system reports (Cash book 1 - payments). All were found to be correctly recorded in the minutes and in the accounts and were properly processed.

4.2.3 All vat paid is recorded within the finance system when the invoice is processed, and this was found to be correct.

4.2.4. The debit card (visa) is held by the Town Clerk who uses this to purchase goods for the Council through the internet. A business visa statement is submitted monthly which is checked by the Town Clerk, and placed on the invoice file, with the payment collected by direct debit.

4.3. Risk Management

4.3.1. A review of the Council's Financial risk assessment for 2018/19 was approved at the AGM dated 5th May 2018.

4.4. Income collection and Banking arrangements

4.4.1. Income is paid at the Civic Offices with a receipt issued for all monies and is recorded in the finance system and receptionist/clerk records the receipts in a log which is used to identify all income ready for banking.

4.4.2. There is a numbered receipt book held by the Council at reception for General fees and is in triplicate with the top copy (white) given to the customer, the remaining copies are left in the book.

4.4.3. The receipt books were examined for the year and all income had been received by the Council and had been properly banked and receipted, and reported monthly to the Finance and Planning Committee, with correct charges being made.

4.4.4. The Cemetery income recorded in the Caretakers cash book was checked to the general fees receipts and the bankings and all had been promptly banked with all charges correctly made. With the receipt number recorded in the cash book.

4.4.5. Vat is recorded into the finance system when the payment is made and had been properly recorded and reclaimed regularly and paid into the bank account. Vat report was produced for 1st April 2018 to 12th September 2018 and found to be correct with income received by the Council on 17th October 2018.



4.4.6 Fees and charges are reviewed every year as part of the budget setting process. Cemetery fees were increased from April 2018 and it was agreed to increase allotment rents at the Allotment Committee 31st January 2019.

4.5. Accounting Records

4.5.1. The Council had previously purchase a new finance system (RBS OMEGA) which records all income and expenditure and shows a running balance of funds held by the Council. This is reconciled to the bank statement (Cash book 1 report.) at the end of the month, which is confirmed by the Town Clerk and the Chairman of Finance and Planning. The Finance system also shows the various cost codes where the income and expenditure are to be allocated which provides good budgetary control.

4.5.2 Standing Orders, Financial Regulations were reviewed and approved at the AGM dated 8th May 2018 along with the annual review of the Risk Register.

4.5.3. The Council's statement of annual accounts for 2017/2018 was approved at the Ordinary meeting of the Council on 12th June 2018, which includes all Members of the Council.

4.5.4. Separate accounts for the Miners Welfare Charity account have been completed for 2018 which includes an examiners report but has not yet submitted to the charity commission.

4.6. Assets

4.6.1. Following amendments to proper practices as noted in Governance and Accountability for Local Councils – A Practitioners' Guide the following practices should now be applied.

"Each asset owned by the body should be recorded on the asset register at its original purchase cost. In the event that the original purchase cost is not known at the time of first recording on the asset register, the body should, having taken appropriate advice, establish a current value for the asset. This value will act as a proxy for the original purchase cost and remain unchanged until disposal". This had not yet been carried out for 2017/18 nor for 2018/19.

4.7. Debtors

4.7.1. There are no accounts raised for debts as Debtors either pay by cash or a cheque to the Civic Offices when required to do so.

4.8. Budgetary Control

4.8.1. The budget for the year 2018/2019 and the precept was determined by the Finance and Planning/Precept Committee meeting on the 9th January 2018. Budget headings and amounts for expenditure and projects for 2018/19 were examined and the precept agreed.

4.8.2. The budget for the coming year 2019/2020 and the precept was discussed by the Finance and Planning Committee and Ordinary meeting on the 11th December 2018 from a report by the external accountant, which includes all Members of the Council. Budget headings were examined and a precept agreed, by Council on 15th January 2019.

4.8.3. During the financial year budget motoring was carried out and in detail when the budget setting process was carried out.

4.8.4. Financial Regulations paragraph 2.4. state that "The Council shall prepare and have regard to a three-year forecast of Revenue and Capital receipts and payments, which shall be prepared



at the same time as the annual budget or estimates". This does not appear to have been carried out.

4.9. Governance arrangements

4.9.1. A review of the Council's committee structure was carried out and approved at the Ordinary meeting of the Council on 11th September 2018, where a list of policies was also reviewed.

4.9.2. The Council's website was found not to be up to date as the minutes and agendas were not on the website for 2018/19.

4.9.3. Standing Orders state that all cheques shall be signed by 2 Councillors and the Town Clerk, which had been carried out.

4.9.4. The Council has completed a statement of internal control for the year, which has been completed and is to be approved at the 19th March meeting.

4.10. OTHER

During the previous year the Council went out to tender for the Grounds Maintenance contract for 2018 to 2020, and this process was examined, and found to be satisfactory.

4.11. CHARITY ARRANGEMENTS

4.11.1 The Council Members are Trustees of the Chilton Miners Welfare Recreation Ground with day to day management carried out by the Council, with its own meetings and minutes.

4.11.2. The Charity have their own bank account and income from hires are paid into the account. However, some income and most expenditure is paid through the Council accounts. With the set up of the new RBS finance system for the Council it has been agreed to implement a new finance system for the Charity account from April 2019.

4.11.3. For 2018/19 Separate accounts are shown for the Charity account which include the payments made by the Council and this should be reimbursed by the Charity to the Council, although it is understood that the Council would cover these costs by way of a grant to the Charity.

4.11.4. For future years it should be agreed by the Council how much Grant it is willing to pay each year.

5. Conclusions/Recommendations

5.1. Most of the Internal Controls within the Town Council are adequate for the size of the Council but improvements are required and the attached action plan will ensure that these are actioned.

Gordon Fletcher (C.M.I.I.A.), Internal Auditor for the Town Council

Date: 19th March 2019

REPORT:	ANNUAL GOVERNANCE STATEMENT
AUTHOR:	D. SHINGLETON, ACCOUNTANT
DATE:	19 APRIL 2017
COMMITTEE:	TOWN COUNCIL

1. The Accounts and Audit Regulations 2015 require smaller authorities to conduct a review of the effectiveness of their system of internal control, and to prepare an annual governance statement in accordance with proper practices. The governance statement must be approved by the Full Council before it approves the statement of accounts. The purpose of such a statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.
2. The Council considered a review of internal control at its meeting on 15 March 2017, and I am now submitting the annual governance statement for the year 2016/2017 for consideration and approval. The statement of accounts will be submitted to the full Council meeting in May.
3. Following the abolition of the Audit Commission a new organisation has been established which is responsible for issuing proper practices in relation to the accounts of smaller authorities. It is called the Smaller Authorities Proper Practices Board (SAPPB), and is made up of members of the SLCC, NALC, CIPFA, the Department of Communities and Local Government (DCLG), the Department of Environment, Food and Rural Affairs (DEFRA), the National Audit Office and a representative of the external audit firms appointed to smaller authorities.
4. The SAPPB has issued guidance on the preparation of the annual governance statement, and this has been used to prepare the attached document. The guidance addresses the issues to be considered in respect of each of the "assertions" in the appropriate section of the Annual Return. For each assertion to be answered positively, the processes described have to be in place and be effective.
5. I RECOMMEND that Members consider and approve the annual governance statement in relation to the year ended 31 March 2017, subject to any agreed changes.

Derek Shingleton
Accountant

CHILTON TOWN COUNCIL

ANNUAL GOVERNANCE STATEMENT 2016/2017

Assertion 1 – Financial management and the preparation of statement of accounts

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Budgeting – a timetable is prepared covering the tasks required to complete the first draft budget for consideration by Members in December each year, with the final budget approved in January. This enables the Precept to be agreed by the meeting of the full Council later in January.

Budget Monitoring – a bi-monthly report is prepared comparing actual income and expenditure against the approved budget for consideration by the Finance and General Purposes Committee. The Finance Manager (Accountant) ensures any potential problems are identified and resolved prior to them becoming a significant issue.

Long Term Commitments – an appraisal is undertaken of all risks associated with significant projects or long term commitments.

Accounting Records and Supporting Documents – the Town Clerk is officially designated as the Council's Responsible Financial Officer (RFO). A fully qualified accountant is engaged with responsibility for budget preparation, budget monitoring, final accounts and other financial issues. An accounting software package, designed specifically for local council use, is used to record all income and expenditure, produce budgetary control reports and prepare the necessary statements at the year-end. The Finance and Administration Officer is responsible for the day to day administration of financial systems and the maintenance of financial records. As far as possible there is a separation of financial duties between staff employed.

Bank Reconciliation - bank reconciliation statements are prepared each month.

Statement of Accounts – it is the role of the Town Clerk who is also the Responsible Financial Officer (RFO) to ensure that the Statement of Accounts is prepared, submitted to Members for approval and published in accordance with Regulations and proper practices.

Assertion 2 – Internal Control

We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.

Standing Orders and Financial Regulations – the Council has up to date Standing Orders and Financial Regulations which are fit for purpose (based on model documents issued by NALC), and which were reviewed in the financial year 2016/2017. They cover all aspects of financial management

and administration, including provisions for securing competition and regulating how tenders are invited.

Safe and Efficient Arrangements to Safeguard Public Money – following the abolition of the statutory requirement to have two Members sign all cheques, the Council agreed a procedure to ensure that all payments made by bank transfer are properly authorised. The procedure is referred to in Financial Regulations which are reviewed annually. Any proposal to change banking arrangements is required to be reported by the RFO to the Council for approval. The Council does not use credit cards and conditions for the use of the Council's debit card are incorporated in Financial Regulations. Bank mandates are approved by members and there is a list of authorised signatures for the bank account. Sweep arrangements were approved some time ago when they were set up, and are re-approved annually. Amendments are approved by Members. The annual risk assessment includes a section on the safeguarding of assets, including money.

Employment – the Council approves the pay grades of its employees, and payments are made in accordance with these grades. A Sage payroll package is used to make and account for payments. The Finance and Administration Manager is highly experienced in payroll issues and receives regular updates on developments in tax and national insurance. Support is available where required from Durham County Council HR staff. The Internal Auditor audits all payroll issues on an annual basis.

VAT - The Finance and Administration Manager is also experienced in VAT matters, and takes advice wherever necessary.

Fixed Assets and Equipment – the Council maintains a register of its assets. Where appropriate, arrangements are in place to ensure their security. Budgetary provision is made for the repair and maintenance of assets and a professional condition survey of all assets has been completed which will allow more meaningful budgeting for maintenance over a longer timescale. Financial Regulations provide for the disposal of assets.

Loans and Long Term Liabilities – the Council's existing loan was repaid in August 2016, and there are no other long term liabilities. In the event of requiring a new loan the Council will be required to approve the decision in the light of a full report detailing what is to be financed and why a loan is required. The proper procedure will be followed in terms of obtaining borrowing approval from the Department of Communities and Local Government. Provision would be made in the budget to meet repayment requirements.

Assertion 3 – Compliance with laws, regulations and proper practices.

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.

Acting Within the Council's Powers – the power to carry out routine, day to day activities and provide services is well understood by the Town Clerk and other officers. Where a new activity or significant project is proposed the Town Clerk ensures that the appropriate legal power to do this is identified.

An improvement to this process could be the requirement to include reference to this legal power in any report submitted to members.

Assertion 4 – Electors’ Rights

We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.

Exercise of Public Rights – the Finance Manager (Accountant) remains familiar with all the requirements for the publication of the Council’s accounts, that it is done on the correct date, for the correct period and with the relevant accompanying information in accordance with the Accounts and Audit Regulations. A timetable of actions to be taken is prepared and circulated to ensure compliance with deadlines.

External Auditor’s Review – the notice of the conclusion of the external auditor’s limited assurance review of the annual return is published in accordance with the Accounts and Audit Regulations.

Assertion 5 – Risk Management

We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Identifying Risks and Risk Assessment – the Council has a Risk Register in place which is reviewed annually by the full Council and periodically by the finance & Planning Committee. The Internal Auditor reviews risk management arrangements on an annual basis. Insurance cover is in place for all significant liabilities.

Assertion 6 – Internal Audit

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Internal Audit – the Council employs an appropriately qualified internal auditor who prepares an annual audit plan covering all the Council’s activities, based on an assessment of risk. The higher risk activities are audited annually.

Provision of Information – Financial Regulations require that members and staff make themselves available at all reasonable times as requested by the auditor, and all required documents and information are provided.

Assertion 7 – Reports from Auditors

We took appropriate action on all matters raised in reports from internal and external audit.

The Internal Auditor submits reports on the conclusion of his audits to the quarterly meeting of the Corporate Governance Sub-Committee. Where necessary an action plan is prepared and approved by appropriate managers.

The Internal Auditor carries out follow-up audits to ensure that agreed actions are implemented.

Assertion 8 – Significant Events

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate, have included them in the financial statements.

In preparing the monthly budget monitoring reports and the annual accounts the Finance Manager (Accountant) is aware of the possibility that potentially significant events may have occurred. If this was to be the case, the financial impact would be considered and a decision made on whether they should be reflected in the statement of accounts.

Assertion 9 – Trust Funds

The Council has held Trust Funds of £100,000 in which it acts as sole managing Trustee for Miners Welfare Recreation Ground. These funds were transferred to Trustees virgin account before the 31st March 2017.

12 May 2017



SUBJECT: Annual Accounts 2018/2019
AUTHOR: Acting Town Clerk/ RFO
DATE: 14th May 2019
MEETING: Town Council

1. INTRODUCTION

- 1.1 At the meeting of the Town Council held on 15th January 2019 Members approved the budget for 2019/2020 and noted the forecast position for the year ending on 31 March 2019. At that stage an over-spending for the year 2018/2019 of £400 was projected.
- 1.2 The Accounts and Audit Regulations 2015 require the following processes to be completed as part of completing the final accounts:
- a) The Responsible Financial Officer (RFO) must sign and date the accounts and confirm that they present fairly the financial position of the Council at the year end, and the income and expenditure of the Council for the year;
 - b) Once the RFO has completed the above, the Council must, in the following order-
 - i) Consider the statement of accounts;
 - ii) Approve the statement of accounts by resolution; and
 - iii) Ensure the statement of accounts is signed and dated by the chair of the meeting;
 - c) The RFO must then publish, before the start of the public inspection period
 - i) the statement of accounts, accompanied by
 - a statement that they are unaudited and may change;
 - the annual governance statement
 - ii) a statement that sets out the period for the exercise of public rights, details of how the inspection can take place, the name & address of the local auditor, and details sections 26 and 27 of the Local Audit and Accountability Act 2014 regarding inspection of documents and the right to make objections at audit.
 - d) The accounts must be available for public inspection for a period of 30 consecutive working days which must include the first 10 days of July. I am proposing that the inspection period starts on Monday, 17th June 2019 and ends on Friday, 26th July 2019;
 - e) All documents are to be submitted to our external auditors by 5th July 2019;
 - f) The Council must publish the statement of accounts, including any audit certificate or opinion if received, and the annual governance statement by 30 September 2019; and
 - g) The Council must consider the external audit report on the accounts, and then publish a notice that the audit is complete and the statement

of accounts has been published, together with details of the right of inspection.

- 1.3 In the first part of the report I will detail the financial performance of the Council for the financial year 2018/2019, highlighting where significant savings and over-spending have occurred.

2. FINANCIAL PERFORMANCE 2017/2018

- 2.1 Preparation of the accounts for the year ended 31 March 2019 is complete, subject to external audit. The actual performance for the year shows an under-spending of £2,429. A summary of the financial performance of the Council, by Cost Centre, is shown in Appendix 1 and a detailed report is shown as Appendix 2.
- 2.2 In this Report I draw Members' attention to any significant variations from the budget. The page numbers refer to the content of Appendix 2.
- 2.3 Staffing (Page 1) – an over-spending on staffing costs of £3,333 occurred. This is due mainly due to an overspending on salaries of £3,913 as a result of the continuing need to provide cover for the position of Town Clerk. This overspending is offset by savings on Clerk's expenses (£400) and training & conferences (£502).
- 2.4 Democracy (Page 1) – excluding elections, a budget of £2,100 was agreed for Democracy. Only £142 was spent during the year with savings on all budget heads. In relation to elections, no budget was agreed but costs in relation to by-elections amounted to £5,764. Due to the significant savings in other areas I am proposing to finance this cost from the budget rather than Reserves.
- 2.5 Administration (Page 1) – this cost centre is showing an over-spending of £487. There are savings on telephones (£1,435), office equipment (£750), external audit (£240) and data protection (£955). These are offset by overspendings on mobile phones (£174), photocopier (£516), insurance (£1,943), internal audit (£360), IT services (£988) and professional fees (£250).
- 2.6 Office Accommodation (Page 2) - an over-spending of £5,278 is showing here. This is due mainly to the cost of a new boiler (£4,105). However there are also over-spends on rates (£556), fire alarm (£680) and repairs & maintenance (£614). There was a saving on gas (£518).
- 2.7 Publicity and Promotion (Page 2) – there was a budget of £1,500 and the costs incurred were £250 on website design and £715 on annual fees. No costs were incurred on the newsletter and the cost centre showed an underspend of £535.
- 2.8 Allotments (Page 3) – there is an over-spending of £1,639 on this budget. Income from rents fell short of the budget by £429, and there were

overspends on water (£840), repair & maintenance (£334) and skip hire (£408). There were savings on materials (£250).

2.9 Open Spaces (Page 3) – there is an under-spending of £2,710 on this budget. There were savings on every budget head except plants and watering which was overspent by £285. Income also exceeded the budget by £185.

2.10 Grounds Maintenance (Page 3) – there is a saving of £1,605 on this cost centre.

2.11 Miners Welfare (page 4) and Charlie Wayman (page 5) – the budget was set showing only a total grant contribution of £29,700 in respect of these two services. However, progress on changing arrangements was not completed during the year and the Council continued pay actual costs. These costs totalled £15,144 and the split of the grounds maintenance contract between the two services amounted to £17,910. This represents an overspending of £3,454.

2.12 Playgrounds (Page 4) – there is an over-spending of £1,294 here. This is due to the cost of repair & maintenance being over budget (£210) and inspections being over budget by £1,084.

2.13 Cemetery (Page 4) – there is a saving of £7,906 on this cost centre, mainly due to income from fees and charges being substantially over budget by £8,204.

2.14 Events & Other Services (Page 5) – this budget shows an under-spending of £8,910. There was a saving of £1,747 against the contingency fund of £4,000. There was a large saving on Christmas lights costs (£4,480) due to costs being deferred to the current year. Regarding the gala and other events budget, Remembrance Day costs showed a net overspend of £992, the fireworks event showed a saving of £2,138 and the coach trip showed a net cost of £115. Community support grants totalled £1,550 compared with a budget of £3,000.

3. FINANCIAL POSITION AT 31 MARCH 2019

3.1 The Balance Sheet (attached as Appendix 4) shows the Council's financial position at 31 March 2019, and I would draw Members' attention to the following features:

a) Debtors – this represents amounts which were due to be paid to the Council in the year, but which had not been received by the end of the year. The only debtors this year relate to VAT not yet recovered from HMRC, and amount to £3,735. It is always in the Council's best interests, from a cash flow point of view, to receive amounts due as quickly as possible.

- b) Prepayments – these represent payments made in the year 2018/2019 which related to 2019/2020. The amount of £540 is a deposit paid in respect of the 2019 fireworks display.
- c) Bank Accounts – the total of the Barclays and Co-operative Bank account balances at 31 March 2019 is £112,491. Actual balances show a total of £118,094 but there are unrepresented cheques of £5,603.
- d) Accruals – these represent amounts which were due to be paid by the Council in the year, but which had not been paid at the end of the year. The total of £7,374 is represented by a variety of invoices covering work done or supplies provided last year for which the invoice was not received at the year end. The main accruals relate to the March payment for Grounds Maintenance (£5,294) and utility bills (electricity, gas and water) not received in respect of the last quarter of the year.
- e) Receipts in Advance – these represent income received in 2018/2019 which relates to work to be carried out or services provided in 2019/2020. It relates to allotments rent for this year received before 31 March 2019.
- f) Reserves – reserves are generally amounts which have built up over the years from surpluses of income over expenditure. The Balance Sheet shows that the Reserves have increased by £6,429 from £102,603 at 31 March 2018 to £109,032 at the end of March 2019. However, £4,000 has been earmarked for a future cemetery extension and this should be separately identified. The movement in the year is made up of the surplus for the year, which is the difference between the Precept on Durham County Council, including the LCTRS Grant, (£217,442) and total net spending for the year (£211,013).

4. STATUTORY ACCOUNTS 2018-2019

- 4.1 As I indicated earlier, the statutory accounts for this Council are represented by the Annual Governance and Accountability Return (AGAR), supported by an income and expenditure account and a statement of balances. These are attached and, as Members will see, the AGAR must be signed by the Chairman of the Council and the Responsible Financial Officer. The original document will be available at the meeting for the signatures to be included. They must be approved for submission to the external auditor before 5 July this year.
- 4.2 Section 1 is a Statement of Assurance regarding internal controls. I have answered “Yes” to each of the questions except for question 9 which relates to trust funds.
- 4.3. This is based on the existence of appropriate policies and procedures which are regularly reviewed; a Risk Register which is reviewed and updated annually; the Finance & Planning Committee, which meets monthly; an appropriately qualified Internal Auditor who reports to

Finance & Planning Committee annually; a qualified Accountant who monitors the performance of costs and income against budget on a regular basis. An Annual Governance Statement was agreed by the Council at its April meeting. Members must also specifically approve this Section of the Annual Return first, noting the answer to each question, and record such approval in the minutes.

- 4.4 Section 2 of the AGAR summarises the income and expenditure for the year into the categories included on the form. In addition, it includes the book value of current assets and the amount of borrowing outstanding at the end of the year. Last year's figures are included for comparison purposes. External auditors require us to provide an explanation when the difference between the two years in any expenditure or income box (i.e. boxes 2 to 6) is greater than 15%.
- 4.5 Section 3 is to be completed by the external auditors.
- 4.6 Section 4 relates to the annual internal audit report. Our Internal Auditor, Mr Gordon Fletcher, has prepared his Annual Audit Report, and this is attached as Appendix 5. He will have signed this Section of the Annual Return based on his report by the date of the meeting.
- 4.7 I have already referred in detail to the income and expenditure account and the statement of balances.
- 4.8 The audit for the year ended 31 March 2019 is scheduled to take place between 15 July 2019 and 30 September 2019 and these documents, along with others requested by the auditors, will be forwarded to them by the due date. The audit will be a desk top exercise unless the auditors consider that any issues warrant a visit to the offices.

5. CONCLUSION AND RECOMMENDATIONS

- 5.1 The Council's overall financial performance for the year is satisfactory, and the level of General Reserves is in accordance with guidance available.
- 5.2 I would like to take this opportunity to assure all Members that the Council's finances are managed professionally, openly and in accordance with all relevant legislation, regulations and guidance. The accounts presented to this meeting are accurate, complete and represent the financial performance of the Council for the year 2018/2019 and its financial position at 31 March 2019.
- 5.3 I would RECOMMEND that Members-
- a) Note the financial performance for the year 2018/2019 and the financial position at 31 March 2019.
 - b) Approve Section 1 of the AGAR, the Annual Governance Statement, and note the answers given to each of the questions

- c) Approve Section 2 of the AGAR, the Statement of Accounts for Chilton Town Council; and
- d) Authorise the Chair of the meeting and the Responsible Financial Officer/Town Clerk to sign the AGAR in the appropriate places on pages 2 and 3.

Acting Town Clerk & Responsible Financial Officer

	Budget 2018-19 £ 2	Actual 2018-19 £ 3	Variance £ 4
1			
Staffing	80,360	83,693	-3,333
Democracy	2,100	5,906	-3,806
Administration	20,160	20,647	-487
Office Accommodation	7,540	12,818	-5,278
Publicity and Promotion	1,500	965	535
Allotments	-2,540	-901	-1,639
Open Spaces	12,100	9,390	2,710
Ground Maintenance	47,120	45,515	1,605
Miners Welfare	29,700	24,209	5,491
Playgrounds	2,100	3,394	-1,294
Cemetery	550	-7,410	7,960
Charlie Wayman Football Field	0	8,945	-8,945
Events and Other services	20,400	11,491	8,909
	221,090	218,662	2,428
Financial Services (LCTRS Grant)	3,648	3,648	0
Precept	217,442	217,442	0
	0	-2,428	2,428

BALANCE SHEET

	Year Ended 31 March 2018		Year Ended 31 March 2019	
	£	£	£	£
Current Assets				
Debtors	0		0	
VAT Control Account	12,981		3,735	
Prepayments	440		540	
Cash at Bank	118,808		112,491	
		132,229		116,766
Current Liabilities				
Accruals	5,924		7,374	
Receipts in Advance	23,701		360	
		29,625		7,734
Total Assets less Current Liabilities		<u>102,604</u>		<u>109,032</u>
Represented By				
General Reserves		<u>102,604</u>		<u>109,032</u>

Report to: Chilton Parish Council
Date: 19th March 2019
Report of: Interim Town Clerk
Subject: Review of Internal Control

1. INTRODUCTION

- 1.1 The Accounts and Audit Regulations 2015 require Councils to have a sound system of internal control which:
- a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
 - b) ensures that the financial and operational management of the authority is effective; and
 - c) includes effective arrangements for the management of risk.
- 1.2 Councils are also required to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.
- 1.3 Each financial year, an authority must conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement. The outcome of the review must be reported to an appropriate meeting of the Council.
- 1.4 Although the 2015 Regulations do not require a "smaller relevant body" to undertake an annual review of internal audit arrangements, I consider that this would be a useful part of the review of internal control and have included such a review below.
- 1.5 A review for the year 2018/2019 has now been undertaken and details are provided below. This Report will be submitted for consideration by the full Council at its next meeting.

2. INTERNAL AUDIT

- 2.1 The Accounts and Audit Regulations require a Council to "maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control". An annual review of the effectiveness of this system of internal audit is beneficial as part of continually improving governance and accountability. The review is designed to provide sufficient assurance for the Council that standards are being met and that the work of internal audit is effective.

Current Arrangements

- 2.1.1. The Council's current Internal Auditor was formerly Audit Manager at Easington District Council, up to its abolition, and currently provides the internal audit service for several local town and parish councils.
- 2.2 **Review**
Guidance recommends that the review of internal audit covers five categories and these are addressed below.
- 2.3. **Scope of Internal Audit**
- 2.3.1. The Internal Auditor carries out all relevant work to satisfy AGAR and as agreed with the Town Clerk.
- 2.3.2. A report is produced and any recommendations arising from the audits are discussed with the Clerk, in the form of an action plan.
- 2.4. **Independence** – The Internal Auditor is given access to all relevant personnel and to all reports, records and supporting documents. Reports are prepared in his name and there is

no influence on any recommendations made. The Internal Auditor has no other role within the Council.

- 2.5 **Competence** – The Internal Auditor is a qualified internal auditor and member of the Institute of Internal Auditors, with many years experience in public sector auditing. There was no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.
- 2.6 **Relationships** – The Internal Auditor operates independently within the Council, with freedom to decide his audit priorities and no influence is exerted on the outcome of the audit. The respective responsibilities of officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.
- 2.7 **Planning and Reporting** – The Internal Auditor arranges planning of the work with the Clerk and is available throughout the year for advice. Reports are submitted to the Clerk and to the relevant Committee and to the external Auditors with the Annual Return.
- 2.8 The purpose of the review of internal audit is to assess effectiveness, and I believe that the Internal Auditor has provided an effective internal audit service to the Council in the year 2018/2019. Audits were undertaken on each of the areas within the AGAR and if required, recommendations were made in the action plan of each of the areas, to improve arrangements and a report submitted.

3. INTERNAL CONTROL

- 3.1 Internal control is the range of policies, procedures and other arrangements designed to safeguard the assets of the Council, and to reduce the chances of losses through fraud, corruption and error. Internal audit is part of internal control, and this has been reviewed in Section 2 of this report. I will now address the remaining features of internal control.
- 3.2 Financial Regulations were reviewed, and approved at the AGM dated 5th May 2018. A review of the Councils committee structure was carried and approved at the Ordinary meeting of the Council on 11th September 2018, where a list of policies was also reviewed.
- 3.3 I consider that the internal control arrangements are satisfactory bearing in mind the size of the Council and the limited capability for ensuring a division of duties.

4. RISK MANAGEMENT

Introduction

- 4.1 Another element of internal control is risk management. Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements. A risk assessment review should be undertaken at least annually.
- 4.2. The Council has adequate risk management arrangements in place which were reviewed at the Annual General Meeting (5th May 2018).

5. CONCLUSION

- 5.1. The Council has in place satisfactory internal control arrangements.

6. RECOMMENDATIONS

- 6.1 In the light of the above assessment I would recommend that Members accept the report on the review of internal control arrangement in place at the Parish Council.

Interim Town Clerk