

# Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here:

MILTON 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 2016, 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
			MA

This annual governance statement is approved by this smaller authority and recorded as minute reference:

MINUTE REFERENCE  
dated 23 May 2016

Signed by:

Chair

dated

Signed by:

Clerk

dated

SIGNATURE REQUIRED

23/05/16

SIGNATURE REQUIRED

23/05/16

\*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.





**Milton Parish Council****Box 3 calculation****1 April 2015 to 31 March 2016**

<b>2015</b>	<b>Income</b>	<b>2016</b>
7143.00	Community Care fees and grant	12260.00
51027.86	S 106	2741.46
2719.25	Allotments	1817.00
3663.23	Interest	3849.28
1080.00	Cemetery	8490.00
892.31	Agency received	888.86
0.00	Football club grant	10000.00
160.00	Licence grazing	160.00
500.00	Tree maintenance	500.00
110.00	Highways	0.00
1800.00	Trolley Bus	0.00
0.00	Sundry	88.45
<u>69095.65</u>		<u>40795.05</u>

**Box 6 calculation**

	<b>Expenditure</b>	
28279.03	Administration	3709.41
2334.69	Cemetery	2403.10
34097.26	MCC	32000.00
3929.48	Highways	391.36
1581.97	Office	2964.24
12094.30	S 137 Community Care	1971.16
1217.00	Trolley bus	1215.00
0.00	S 106	2718.64
536.70	Play areas	639.00
1019.00	Professional	4448.71
1000.00	Tomkins Mead	1000.00
1900.00	Community Grants	1000.00
7270.56	Grass cutting	10981.00
2136.22	Youth building	0.00
0.00	Football club	26824.17
2222.13	Allotments	3583.94
1000.00	Capital schemes	13086.13
6050.79	Youth club	7841.90
1783.49	Tree maintenance	2858.00
0.00	Seats and bins	35.81
<u>108452.62</u>		<u>119671.57</u>

2015 total includes wages and do not have details of £39,248 to adjust as deduction from admin, highways and s137

**Wages box 4**

The wages records maintained were lost when windows 10 was put on system. I have ben unable to locate any paper copy for the year ended 31 March 2015 so cannot provide figures for previous year.

Wages for year ended 31 March 2016

15165	Admin
2781	Highways
10944	s137
<u>28890</u>	

Box 7 reconciliation	Balance carried forward	374241
	VAT debtor	-5338
	Debtors	-1255
	Creditors	2186
		<u>369834</u>

Griffith J Kinsman  
Finance officer  
19-Sep-16



## Explanation of variances – pro forma

### Milton Parish Council

The 'Practitioners' Guide' provides guidance on explaining significant variances. Please provide full explanations, including numerical values, for the following:

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

Section 2	2014/15 £	2015/16 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
<b>Box 2</b> Precept or Rates and Levies	125 000	129 000	4 000	3.2	INCREASED PRECEPT
<b>Box 3</b> Total other receipts	68 925	40 795	28 130	40.8	5.106 £2741 = 60p COMPARED WITH £51.027 = 81p IN PREVIOUS YEAR
<b>Box 4</b> Staff costs	39 248	28 840	10 408	26.5	REDUCTION IN STAFF AND NO ASSISTANT CLERK FOR MAJORITY OF YEAR
<b>Box 5</b> Loan interest/ capital repayments	NIL	NIL	NIL	N/A	N/A
<b>Box 6</b> All other payments	69 034	119 671	50 637	73.4	£26,824 = 17p FOOTBALL CLUB £12,086 INCREASE IN CAPITAL SCHEMES
<b>Box 9</b> Total fixed assets & long term investments & assets	190 691	190 691	MA	N/A	N/A
<b>Box 10</b> Total borrowings	NIL	NIL	MA	N/A	N/A
<b>Explanation for 'high' reserves</b>	Box 7 is more than twice Box 2 because.... WE HAVE A CAPITAL PAYMENTS FUND OF £199,117 FROM WHICH WE HOPE TO PURCHASE FURTHER SPORTS FIELDS. WE HOLD £63,061.74 OF S106 FUNDS AND £203 FOR VILLAGE HISTORY LEAVING A GENERAL RESERVE OF £112,062 = 22p. WHICH WE CONSIDER TO BE PRUDENT				



# Annual internal audit report 2015/16 to

Enter name of  
smaller authority here:

MILTON 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 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

NO PETTY CASH TRANSACTIONS

Name of person who carried out the internal audit

PRINT NAME

JACQUE WILSON

Signature of person who carried out the internal audit

SIGNATURE

J Wilson

Date

08-06-16

\*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).