

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

NORTHCHURCH 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	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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:

20/05/2019

and recorded as minute reference:

8.2

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.northchrucparishcouncil.org

Section 2 – Accounting Statements 2018/19 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	80,335	165,300	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. 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	14,717	19,904	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	161,575	63,497	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	20,832	26,414	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	70,495	58,698	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	165,300	163,590	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	165,300	163,590	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	282,649	339,025	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

20/05/2019

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

20/05/19

as recorded in minute reference:

8.2

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

Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Northchurch Parish Council- HT0078**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability 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 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

22/08/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Date: 01/04/2019

Time: 10:48


Northchurch Parish Council

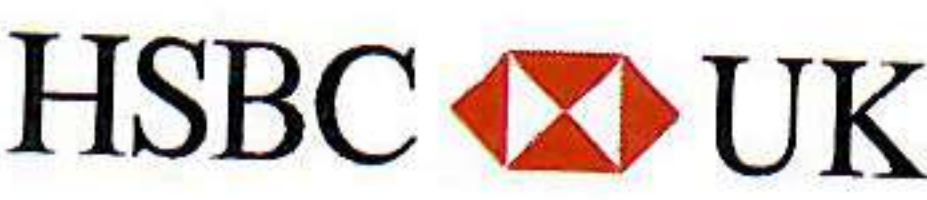
Page 1

Bank Reconciliation Statement as at 01/04/2019
for Cashbook 1 - Current Bank A/c

User: USHA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CURRENT ACCOUNT	31/03/2019	1	2,244.79
			<u>2,244.79</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,244.79
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,244.79
		Balance per Cash Book is :-	2,244.79
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
01/10/2018 VN 96	INSURANCE PAYMENT DATED 29/10/	1,239.44	
01/10/2018 VN 96	CORRECTION INSURANCE	1,239.44	
01/10/2018 VN 96	CORRECTION	-2,478.88	
			<u>0.00</u>
		Unreconciled Difference is :-	<u>0.00</u>


03/04/19



Recent Transactions

Select a Different Account Help Print

Transaction list

From account: NORTHCHURCH

Account type: COMMUNITY

Sort code: 401009

Account number: 81150758

Using this enquiry you can view all transactions applied to your account since your last statement was issued. To view further transactions, enter the date range below or select 'View Previous Statements'.

Please note: Items posted may still be reversed, returned or recalled. With effect from 9th June 2010, credits which contain both cash and cheques will show as two entries. For more information, please select the 'Help' button above.

As at 29 Mar 2019 08:54:12

Date ▾	Type ▾	Description ▾	Paid out (£) ▾	Paid in (£) ▾	Balance (£)
29 Mar 2019		balance carried forward			2244.79
28 Mar 2019	BP	MARK CRONIN H0646	195.00		2244.79
28 Mar 2019	BP	SLCC 12765	1320.00		2439.79
28 Mar 2019	BP	HMRC PAYE/NIC CUMB 419PK001658621812	1792.23		3759.79
28 Mar 2019	TFR	401009 81150766 INTERNET TRANSFER		3000.00	5552.02
26 Mar 2019	DD	ZEN INTERNET LTD	62.69		2552.02
25 Mar 2019	CR	SUNNYSIDE NURSERY. SUNNYSIDE NURSERY		100.00	2614.71
23 Mar 2019	BP	SSRT INV 1444	650.40		2514.71
22 Mar 2019		balance brought forward			3165.11
Date	Type	Description	Paid out (£)	Paid in (£)	Balance (£)

Heckley

Back to Top

Enter a new date range for transactions

The earliest date for which you can view transactions is 24 Mar 2019

From (DD MM YYYY):

To (DD MM YYYY):

Display

If you wish to download the above transactions to a financial software package please select an option from the menu and click 'Download'.

lect file format: Please select file format: ☐ Select to download as a 'zip' file

Download

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Date: 01/04/2019

Time: 10:53

Northchurch Parish Council

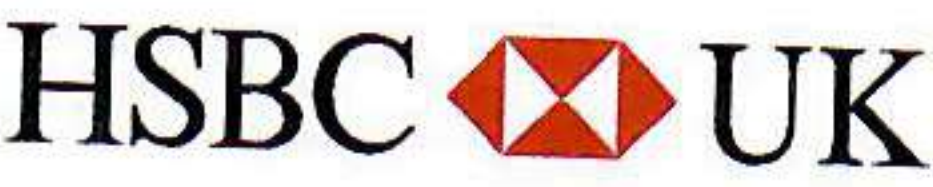
Page 1

Bank Reconciliation Statement as at 01/04/2019
for Cashbook 2 - Money Manager

User: USHA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
MONEY MANAGER ACCOUNT	31/03/2019	2	54,190.59
			<u>54,190.59</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			54,190.59
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			54,190.59
		Balance per Cash Book is :-	54,190.59
		Difference is :-	0.00

U. Hooley
03/04/19.



Balances

Select a Different Account Help Print

More details - Business Account	
Account name	NORTHCHURCH
Account type	BMM ACCOUNT
Sort code	401009
Account number	81150766
As at	01 Apr 2019 10:52:29
Current statement balance	GBP 54190.59
Current available balance	GBP 54190.59
Last night's statement balance	GBP 54190.59
Last night's cleared balance	GBP 54190.59
Tonight's projected cleared balance	GBP 54190.59
Interest rate(Gross)	0.18%
Interest rate(AER)	0.18%

[Handwritten signature]
03/04/19

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For more details on our Business Savings Interest rates please see our [interest rates](#) page

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Date: 01/04/2019

Time: 10:55


Northchurch Parish Council

Page 1

Bank Reconciliation Statement as at 04/02/2019
for Cashbook 3 - NS&I

User: USHA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NS&I ACCOUNT	31/03/2019		10,826.75
			<u>10,826.75</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10,826.75
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			10,826.75
		Balance per Cash Book is :-	10,826.75
		Difference is :-	0.00


03/04/19

Your Investment Account statement

ns&i

P30328310/012056/1/1

Northchurch Parish Council
Y CROCKER
116D HIGH STREET
NORTHCHURCH
BERKHAMSTED
HERTS
HP4 3QN

National Savings
and Investments
Glasgow
G58 1SB

www.nsandi.com

Helpline 08085 007 0
24 hours a day
7 days a week

Period covered
1 January 2018 to 31 December 2018

Account details

Account holder	Northchurch Parish Council
Account number	138403238
Balance	£10,826.75
Interest rate	0.80% gross/AER
Statement	7 (page 1 of 1)

Date	Details	Money in	Money out	Balance
	Balance brought forward			
1 Jan 19	Interest capitalisation	£77.95		£10,748.80
				£10,826.75
Totals		£77.95	£0.00	£10,826.75
	Balance carried forward			

Important tax information

The gross interest (without tax deducted) that has been credited to this account in the tax year ending 5 April 2019 is: **£77.95**

Because the interest is subject to UK Income Tax, you may need to declare it to HM Revenue & Customs, depending on your circumstances. So please keep this statement for your records.

Interest rate

The rate quoted is correct at the time of printing and is the rate that applied to your account balance at that time. The interest rate is variable - you can check the current rate at any time by visiting our website nsandi.com

This statement is a record of all your transactions over the year, so please keep it safe.

Your statement, along with any transaction records you receive, replaces your passbook, so you no longer need to send us your book if you still have it. To make any deposits or withdrawals please use the forms which you can download and print from nsandi.com. Or call us and we'll send you the forms you need. Thank you for saving with NS&I.

Definitions

Gross is the taxable rate of interest without the deduction of UK Income Tax.

AER (Annual Equivalent Rate) illustrates what the annual rate of interest would be if the interest was compounded each time it was paid. Where interest is paid annually, the quoted rate and the AER are the same.

[Signature]
26/04/19



Date: 01/04/2019

Time: 10:55

Northchurch Parish Council

Page 1

Bank Reconciliation Statement as at 02/01/2019
for Cashbook 4 - St'James Place

User: USHA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
ST JAMES PLACE	31/03/2019		95,000.00
			<u>95,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			95,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			95,000.00
		Balance per Cash Book is :-	95,000.00
		Difference is :-	0.00

Usha
03/04/09.

