

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

KINGSBURY 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 2020, 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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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
			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 must be published with the Annual Governance Statement.

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

17/06/2020

and recorded as minute reference:

MINUTE REF 601

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

Chairman



Clerk

S. Humphries

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

www.kingsburyparishcouncil.co.uk

Section 2 – Accounting Statements 2019/20 for

KINGSBURY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	21,444	20,568	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	32,336	33,306	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,281	37,617	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	18,261	18,671	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
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	18,232	57,111	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	20,568	15,709	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	19,073	15,094	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	111,597	143,567	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 2020 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

S Humphries

Date

11/06/2020

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

17/06/2020

as recorded in minute reference:

MINUTE REFERENCE

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

MINUTE REF 602

INTERNAL AUDIT REPORT

KINGSBURY PARISH COUNCIL

This report relates to an internal audit prepared by Mr R Young. The internal audit was carried out between 28th May 2020 and 4th June 2020.

The basis of the internal audit was by testing sample transactions from the accounting structure of the Parish Council. The report should be considered as a basis of assurance that the financial controls in operation at Kingsbury Parish Council are adequate to avoid the possibility of fraud, error or mis-statement that could occur.

Receipt and Payment Spreadsheets

The Parish Council keeps receipt and payment spreadsheets and all receipts and payments are included. All transactions are approved with reference to numbers recorded. Cheque book numbers on documents cross-checked

Recommendation

Actual income and expenditure is compared to a budget forecast on a quarterly basis during the financial year to highlight any variances. Also, if a balance sheet is produced at the year end (31st March); payments made in April are reviewed for any transactions to be included in creditors on the balance sheet at the 31st March. Although interest rates on deposits are low a review of rates available should be undertaken.

Comment

All purchase invoices were checked against payments and were correct.

Also the income recorded on a separate spreadsheet was checked.

Bank Reconciliations

The bank reconciliations appear to be completed on a monthly and annual basis by the Clerk who checks the reconciliations and investigates any discrepancies.

Petty Cash

No Petty Cash was held by the Council

Insurance

Reviewing the insurance policy the Parish Council may consider it appropriate that the insurance values are reviewed in relation to the cost of replacement/new equipment should an insurance claim occur. Regular checks of all play equipment and Council owned facilities should be made to highlight any risk factors. On reviewing the insurance schedule appropriate insurance values appeared to have been maintained.

Earmarked Funds

Details to be monitored of any earmarked funds and planned projects on a regular basis.

R Young



Dated:

4th June 2020