Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

 where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or

 where the higher of gross income or gross expenditure was £25,000 or less but:

· are unable to certify themselves as exempt (fee payable); or

· have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
- 2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.

· Sections 1 and 2 are to be completed and approved by the authority.

- · Section 3 is completed by the external auditor and will be returned to the authority.
- 3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published before 1 July 2019.
- 4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both):
 - · the Annual Governance and Accountability Return Sections 1 and 2, together with

· a bank reconciliation as at 31 March 2019

- · an explanation of any significant year on year variances in the accounting statements
- · notification of the commencement date of the period for the exercise of public rights

Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Section1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements
 are as yet unaudited;
- Section 1 Annual Governance Statement 2018/19, approved and signed, page 4
- Section 2 Accounting Statements 2018/19, approved and signed, page 5

Not later than 30 September 2019 authorities must publish:

- · Notice of conclusion of audit
- Section 3 External Auditor Report and Certificate
- · Sections 1 & 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority must comply with Proper Practices in completing Sections 1 and 2 of this Annual Governance and Accountability Return. Proper Practices are found in the Practitioners' Guide* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes),
 and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has
 been approved by the authority and before it has been reviewed by the external auditor, the Chairman and
 RFO should initial the amendments and if necessary republish the amended AGAR and recommence the
 period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved
 or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority should receive and note the annual internal audit report if possible prior to approving the annual
 governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance
 and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their
 value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the
 accounting statements (Section 2, page 5). An explanation must be provided of any difference between Box 7 and
 Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed
 accounting records instead of this explanation. The external auditor wants to know that you understand the reasons
 for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, must set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it must include a common inspection period during which the accounts and accounting records of all smaller authorities must be available for public inspection of the first ten working days of July.
- The authority must publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor before 1 July 2019.

Completion checklist – 'No' answers mean you may not have met requirements			No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	~	
Internal Audit Report	rt Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	/	
	Has an explanation of significant variations from last year to this year been provided?	/	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	/	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	1/	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

^{*}Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Ballsweis Stauparls 14 000201

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective		Agreed? Please choose one of the following		
	Yes	No*	Not covered**	
A. Appropriate accounting records have been properly kept throughout the financial year.				
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	~			
C. This 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 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. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)				
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable	
M. (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 authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

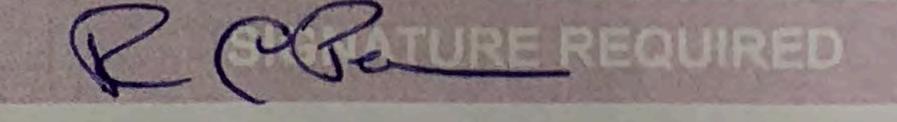
Name of person who carried out the internal audit

02/06/19

04/06/19

ROCER GRAHAM PEARSON

Signature of person who carried out the internal audit



Date

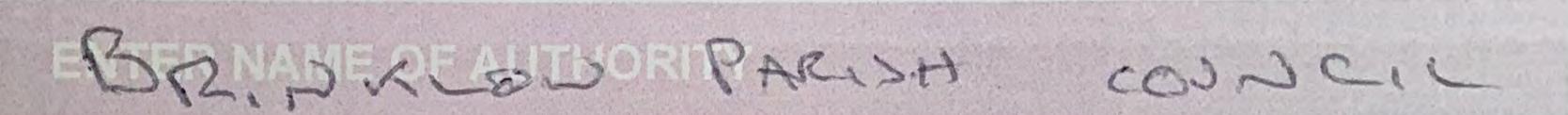
04/06/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 - Annual Governance Statement 2018/19

We acknowledge as the members of:



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*	'Yes' me	ans that this authority:		
 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. 			prepared its accounting statements in accordance with the Accounts and Audit Regulations.			
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	/		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.			
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	/		has only done what it has the legal power to do and has complied with Proper Practices in doing so.			
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		/	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.			
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	/		considered and documented the financial and other risks it faces and dealt with them properly.			
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	/		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.			
7. We took appropriate action on all matters raised in reports from internal and external audit.	/		responded to matters brought to its attention by internal and external audit.			
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.			
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.		

*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:

and recorded as minute reference:

6.3 FERENCE

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

EBRUNDING PARISH COUPCIL

	Year ending		Notes and guidance		
	31 March 2018 £	31 March 2019 £	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.		
1. Balances brought forward	RESTATED 13210	49428	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	28123	29383	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.		
3. (+) Total other receipts	65129	199174	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	6651	7970	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	2000	2600	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).		
6. (-) All other payments	50433	67481	Total expenditure or payments as recorded in the cash- book less staff costs (line 4) and loan interest/capital repayments (line 5).		
7. (=) Balances carried forward	49428	23334	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	49428	23334	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	108002	108002	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	200	ZENO	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.		

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

SIGNATURE REPLEED

Date

13/6/2019

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

13/00/19

as recorded in minute reference:

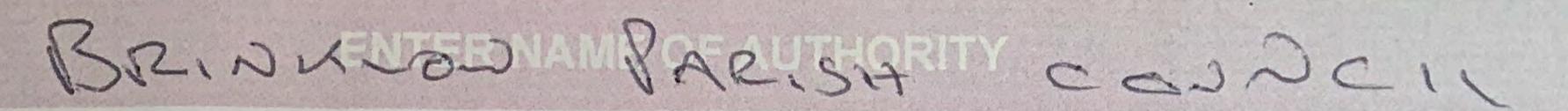
MINUSE RENCE

Signed by Chairman of the meeting where the Accounting

Statements were approved les les

Section 3 – External Auditor Report and Certificate 2018/19

In respect of



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 rep	ort 2018/19	
our opinion the information in Sections	w)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return is in tention giving cause for concern that relevant legislation and regulate	accordance with Proper Practices and
(continue on a separate sheet if requi	red)	
Other matters not affecting our opinio	n which we draw to the attention of the authority:	
(continue on a separate sheet if require	red)	
3 External auditor cer	tificate 2018/19	
We certify/do not certify* that Accountability Return, and distance the year ended 31 March 201	we have completed our review of Sections 1 and 2 scharged our responsibilities under the Local Audit 19.	of the Annual Governance and and Accountability Act 2014, for
*We do not certify completion because	e:	
External Auditor Name		
	ENTER NAME OF EXTERNAL AUDITOR	
External Auditor Signature	SIGNATURE REQUIRED	DD/MM/YY
	applicable to external auditors' work on limited assurance re	

Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual Governance and Accountability Return 2018/19 Part 3

Local Councils, Internal Drainage Boards and other Smaller Authorities*