

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

HUNTINGTON 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 2017, 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
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		✓	

This annual governance statement is approved by this smaller authority on:

16/05/2017

and recorded as minute reference:

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Signed by Chair at meeting where approval is given:

[Signature]

Clerk:

[Signature]

\*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.



# Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

HUNNINGTON

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	11727	11304	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	<del>12500</del> 9250	10000	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	<del>12500</del> 2007	4605	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	3479	3819	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	—	—	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	8201	6700	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	11304	15390	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	11304	15390	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	12086	12086	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	—	—	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 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.
		<input checked="" type="checkbox"/>	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

16/05/2017

I confirm that these accounting statements were approved by this smaller authority on:

16/05/2017

and recorded as minute reference:

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Signed by Chair at meeting where approval is given:



**Internal Audit work carried out for the year ended 31 March 2017  
including completion of the Internal Audit section of the Annual Return  
and preparation of the report for the Parish Council.**

**ANNUAL REPORT OF THE INTERNAL AUDITOR TO HUNNINGTON PARISH COUNCIL**

I have undertaken an internal audit of Hunnington Parish Council for the year ended 31st March 2017. My role as internal auditor is to assist the Council in fulfilling its responsibility for the prevention and detection of fraud and corruption, errors and mistakes. This is achieved by ensuring that proper systems and financial controls are in place to meet this objective.

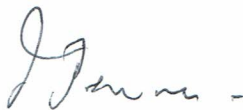
I have carried out an internal audit in compliance with the requirement of section 5 of The Accounts and Audit Regulations 2015.

The 2015-2016 Accounts have been prepared on a receipts and payments basis consistent with those of the previous year.

In addition to the regular annual checks, the following detailed analyses were carried out as part of this year's audit:

1. Review Section 1 of the Annual Return - Statement of Accounts.
2. A detailed review of the year's payroll calculations was performed.

Finally I would like to thank Mrs Ruth Mullett for her assistance and co-operation in preparation for and during the course of the audit.



John H Benner B.Sc.(Econ) F.C.M.A. C.G.M.A.  
11th May 2017

**HUNNINGTON PARISH COUNCIL  
UNITY TRUST BANK RECONCILIATION  
31-Mar-17**

	£
<b>Balance per Bank Statement</b>	15,480.46
Less un-presented cheque number 300251 Vision ICT	- 90.00
<b>Balance per QuickBooks</b>	<u>15,390.46</u>



## Schedules for submission to external auditor

### Key contact details

### Schedule A

Please complete this form and send it back to us with the Annual Return to ensure we have the correct details for your authority – please print to ensure we can read it clearly

<b>Authority name and reference</b>	Hunnington
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	Clerk
<b>Name</b>	Ruth Mullett
<b>Address</b>	167 Bromsgrove Road Hunnington West Midlands B62 0JU
<b>Telephone no.</b>	01562 712050
<b>Email address</b>	<a href="mailto:ruth.mullett@btconnect.com">ruth.mullett@btconnect.com</a>

	Responsible Financial Officer (RFO) – if different to Clerk
<b>Name</b>	
<b>Address</b>	
<b>Telephone no.</b>	
<b>Email address</b>	

	Chair
<b>Name</b>	Paul Smith
<b>Address</b>	404 Bromsgrove Road Hunnington West Midlands B62 0JN
<b>Telephone no.</b>	01562 712050
<b>Email address</b>	<a href="mailto:ruth.mullett@btconnect.com">ruth.mullett@btconnect.com</a>

Please complete all shaded boxes and send this form with your Annual Return to:  
Mrs Jo Farr, Grant Thornton UK LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6FT  
or email to [Jo.farr@uk.gt.com](mailto:Jo.farr@uk.gt.com)

## Schedules for submission to external auditor

PTO

## Key contact details (continued)

## Schedule A

<b>Authority name and reference</b>	Hunnington Parish Council
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	Person carrying out the independent internal audit
<b>Name</b>	John Benner
<b>Address</b>	Quintillis House Colletts Green Road Powick Worcester WR2 4RY
<b>Telephone no.</b>	01905 830981
<b>Email address</b>	John.Benner7@ymail.com

If there are any subsequent changes to the above please send us an updated form or e-mail the new details to [jofarr@uk.gt.com](mailto:jofarr@uk.gt.com)



**Identifying which variances require explanation**

Positive and negative variances must be explained

Authority name and reference	Hunnington Parish Council				
Box on Section 2 Accounting Statements	(a) 2016 £	(b) 2017 £	(c) Variance Increase(+) or decrease(-) (b - a) £	(d) Variance divided by 2016 figure times 100 (c / a * 100) %	Explanation required? Less than £250 and 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	9250	10000	750	8%	No
Box 3 -Total other receipts	2007	4605	2598	129%	Yes
Box 4 -Staff costs	3479	3819	340	9%	No
Box 5 -Loan interest/ capital repayments	N/A	N/A	N/A	N/A	N/A
Box 6 -All other payments	8201	6700	(1501)	18%	Yes
Box 9 -Total fixed assets plus long-term investments and assets	12086	12086	0	0%	No
Box 10 – Total borrowings	N/A	N/A	N/A	N/A	N/A



## Schedule C2

## Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

<b>Authority name and reference</b>	<b>Hunnington Parish Council</b>	
<b>BOX NO</b>	<b>3</b>	<b>£</b>
(b) Figure in 2017 column		4605
(a) Figure in 2016 column		2007
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		2598

Reasons (as many as are applicable)	Amount £
Reason 1 2 x Lengthsman grant	2490
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	2490
(f) Unexplained amount £ of total variance at (d - e)	108
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	5%
<b>Confirm unexplained amount is less than 15% of 2016 figure</b> <b>YES – satisfactorily explained</b> <b>NO – provide further explanations</b>	YES



## Schedule C2

## Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

<b>Authority name and reference</b>	<b>Hunnington Parish Council</b>	
<b>BOX NO</b>	<b>6</b>	<b>£</b>
(b) Figure in 2017 column		6700
(a) Figure in 2016 column		8201
<b>(d) Total variance: 2017 figure less 2016 figure: (b - a)</b> A positive figure is an increase (+) a negative figure is a decrease (-)		(1501)

<b>Reasons (as many as are applicable)</b>	<b>Amount £</b>
Reason 1 Gave more grants in 2016	500
Reason 2 Brought church hall steps in 2016	998
Reason 3	
<b>(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)</b>	1498
<b>(f) Unexplained amount £ of total variance at (d - e)</b>	3
Unexplained as % of 2016 figure ( $f / a * 100$ ) (must be below 15%)	0.03%
<b>Confirm unexplained amount is less than 15% of 2016 figure</b> <b>YES – satisfactorily explained</b> <b>NO – provide further explanations</b>	YES



Schedule F1

Notification of the date for the commencement of public rights

Authority name and reference	Hunnington Parish Council
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I confirm that the dates set for the period of exercise of public rights are as follows:

	Date
Announcement	29 <sup>th</sup> May 2017
Commencement	5 <sup>th</sup> June 2017
Ending on	14 <sup>th</sup> July 2017

Signed by Clerk/RFO	
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OR – send us a copy of your completed 'Notice' (Schedule F2 enclosed as public rights pack)