

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

TIPTREE 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* 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.	✓		<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
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*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:

10/06/19

and recorded as minute reference:

061/19

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

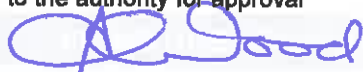
Section 2 – Accounting Statements 2018/19 for

TIP TREE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	346775	314940	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	273677	350438	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	96204	68797	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	132230	147388	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	25572	25572	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	243914	121142	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	314940	440073	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	312140	434388	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	1402889	1411589	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	305908	294889	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

10/06/19

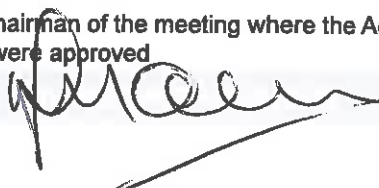
I confirm that these Accounting Statements were approved by this authority on this date:

10/06/19

as recorded in minute reference:

062/19

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



Income and Expenditure Account

31/03/18 £		31/03/19 £
	INCOME	
140	Vandalism Damage Compensation	66
28530	Community Centre Hire Charges	27844
284	CBC Sacks	0
48669	Income	7707
2823	Misc	5093
675	Insurance Claims/Refunds	0
11406	CBC Grant	10206
273677	Precept	350438
2412	Neighbourhood Plan	9610
289	Agency Service Reimbursements	0
360	Interest on Investments	742
30338	VAT on Income/VAT Repayments	7529
399601	TOTAL INCOME	419235
	EXPENDITURE	
3840	Agency Services	11251
2150	S137 Payments	2043
29013	Capital Schemes	36772
26582	General Maintenance and Repair	21023
1575	Play Equipment	640
400	Churchyard Maintenance	0
10278	Misc	940
1237	Advertising	0
38952	Community Centre Admin	36976
139703	Expenditure	14904
11566	Neighbourhood Plan Grants	16988
23340	Pensions	29615
108214	General Administration	122949
396851	TOTAL EXPENDITURE	294102
93618	Balance as at 01/04/18	112529
399601	Add Total Income	419235
493220		531764
396851	Deduct Total Expenditure	294102
0	Stock Adjustment	0
16160	Transfer to/from Reserves	
112529	Balance as at 31/03/19	237662

Signed.....
Chairman

Clerk/Responsible Financial Officer

Summary Trial Balance

Year Ending 31st March 2019

	CREDIT	DEBIT
Income		
Precept	350438	
CBC Grant	10206	
VAT Repayments	7529	
Community Centre Hire Charges	27844	
Neighbourhood Plan	9610	
Interest	742	
Miscellaneous	12866	
	419235	
Expenditure		
Agency Services		11251
S137 Payments		2043
Capital Schemes		36772
General Maintenance and Repair		21023
Play Equipment		640
Community Centre Administration		36976
Expenditure		15844
Neighbourhood Plan Grants		16988
Pensions		29615
General Administration		122949
		294102
Balance Sheet Assets		
VAT Recoverable		7529
Debtors		-
Payments in Advance		535
Cash In Hand and At Bank		434388
Investments		-
Loans Made		-
		442452
Balance Sheet Liabilities		
Loans Received	-	
VAT Payable	-	
Creditors	1179	
Receipts In Advance	1200	
Reserves (At start of year)	314940	
TRIAL BALANCE TOTAL	736554	736554

Bank Reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the "Statement of Accounts for the year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. It must be prepared on a highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: Tiptree Parish Council

County area (local councils and parish meetings only): Colchester, Essex

Financial year ending 31 March 2019

Prepared by (Name and Role): Miss Ann C Wood, Clerk of the Council and RFO

Date: 11/04/2019

		£	£
Balance per bank statements as at 31/3/19:			
	Current	21,585.65	
	Active Saver	180,242.96	
	Rate Reward	<u>234,460.69</u>	
			436,289.30
Petty cash float (if applicable)	Petty Cash	£ 200.00	200.00
Less: any un-presented cheques as at 31/3/19 (enter these as negative numbers)			
	Cheque 203736	(226.20)	
	Cheque 203786	(44.34)	
	Cheque 203799	(672.00)	
	Holmes & Hills	(948.00)	
	Cheque 203807	(668.63)	
	Cheque 203808	(96.00)	
	Cheque 203809	(622.80)	
	Cheque 2013810	<u>(6,352.25)</u>	
			(9,630.22)
Add: any un-banked cash as at 31/3/19			
	VAT Claim Sep 2018	2,654.44	
	VAT Claim Dec 2018	1,378.07	
	VAT Claim Mar 2019	<u>3,496.21</u>	
			<u>7,528.72</u>
Net balances as at 31/3/19 (Box 8)			<u><u>434,387.80</u></u>

Reconciliation between Box 7 and Box 8 in Section 2

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Tiptree Parish Council

County area (local councils and parish meetings only):

Colchester, Essex

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the Accounts) were prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and liabilities in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		440,073.00
Deduct: Debtors (enter these as negative numbers)		
VAT to be reclaimed	(7,528.72)	
2		
3		
	<u>(7,528.72)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Community Centre Hires	(535.40)	
2		
	<u>(535.40)</u>	
Total deductions		<u>(8,064.12)</u>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
GBH Ltd	15.15	
Oakpark Security Ltd	1,163.76	
	<u>1,178.91</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
External and Internal Auditors' Fees	1,200.00	
2		
	<u>1,200.00</u>	
Total additions		<u>2,378.91</u>
Box 8: Total cash and short term investments		<u><u>434,387.79</u></u>

Explanation of Variances

Name of member authority: **Highland Council**
 County area (local councils are): **Highland Council**

Insert figures from Section 1 of the AGAR in all blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserve (Box 7) figure is more than twice the annual precept rates & levies value (Box 2).

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?	Explanation
1 Balances Brought Forward	284,775	144,000				Automatic responses trigger error message on figure input. DO NOT OVERTYPE THESE BOXES.
2 Precept or Rates and Levies	273,077	338,438	76,761	28.05%	YES	Explanation from smaller authority (must include narrative and supporting figures)
3 Total Other Receipts	96,204	68,787	-27,407	28.49%	YES	The precept was raised due to the proposed employment of two additional members of staff (£41416) and a workshop re-building project (£35345) but money received for the Neighbourhood Plan was up by £7198
4 Staff Costs	132,230	147,388	15,158	11.46%	NO	
5 Loan Interest/Capital Repayment	25,572	25,572	0	0.00%	NO	
6 All Other Payments	243,814	321,142	-122,772	50.33%	YES	accounts for the total sum in the variance
7 Balances Carried Forward	314,940	440,073			NO	VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	312,140	434,388				VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	1,402,809	1,411,589	8,700	0.62%	NO	The fixed Assets were increased by the purchase of a van for £8700
10 Total Borrowings	305,988	294,888	-11,019	3.60%	NO	

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable