

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

HADLEY & LEEGOMERY PARISH COUNCIL  
ENTER NAME OF AUTHORITY

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.	✓		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:

04/06/19

and recorded as minute reference:

MIN 069/19

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

Chairman

Clerk

SIGNATURE REQUIRED  
SIGNATURE REQUIRED

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)

Authority web address

www.hadleyandleegomery-pc.org.uk

## Section 2 – Accounting Statements 2018/19 for

HADLEY & LEEGOMERY PARISH COUNCIL  
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	313043	401273	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	296125	317040	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	106902	51630	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	100374	112801	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	214423	315694	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	401273	341448	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	351938	343513	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	1524434	1524434	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

SIGNATURE REQUIRED

Date

04/06/19

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

04/06/19

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: HADLEY & LEEGOMERY PARISH COUNCIL

County Area (local councils and parish meetings only): SHROPSHIRE

**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on Monday 17 June 2019

and ending on Friday 26 July 2019

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2019 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 17 June – Friday 26 July 2019. The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2019.)

Signed: 

Role: CLERK TO THE COUNCIL / R.F.O.

**This form is only for use by smaller authorities subject to a review:**

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

# HADLEY AND LEEGOMERY PARISH COUNCIL

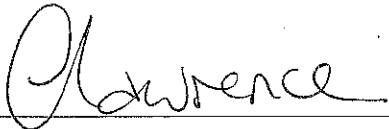
## BANK RECONCILIATION 31.03.19

### Balances as at 31.03.18

Current account as per bank statement	10035.65		
Less unrepresented cheques	1575.30		
Add unrepresented credits	<u>44.50</u>		
Current account true balance		8504.85	
Business Savings account		193238.23	
Nationwide Business Instant Saver		<u>150000.00</u>	
		351743.08	351743.08
Cash in hand			<u>195.00</u>
			<u><b>351938.08</b></u>
Add Total Receipts			<u>458738.50</u>
			810676.58
Less Total Payments			<u>467163.77</u>
			<u><b>343512.81</b></u>

### Balances as at 31.03.19

Current account as per statement	15021.18		
Less unrepresented cheques	973.16		
Add unrepresented credits	<u>88.00</u>		
Current account true balance		14136.02	
Business Savings account		179181.79	
Nationwide Business Instant Saver		<u>150000.00</u>	
			343317.81
Cash in hand			<u>195.00</u>
			<u><b>343512.81</b></u>

Prepared by: CAROL LAWRENCE Signature: 

Date: 03/04/19

Checked by: J Bevan Signature: 

Date: 03/04/19

## Explanation of variances – pro forma

Name of smaller authority: **HADFIELD PARISH COUNCIL**  
 County area (local councils and SHROPSHIRE)

Insert figures from Section 2 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 reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?
1 Balances Brought Forward	313,043	401,273			Automatic responses trigger below based on figures input. <b>DO NOT OVERWRITE THESE BOXES</b>
2 Precept or Rates and Levies	296,125	317,040	20,915	7.06%	NO
3 Total Other Receipts	106,902	51,630	-55,272	51.70%	YES
4 Staff Costs	100,374	112,801	12,427	12.38%	NO
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO
6 All Other Payments	214,823	315,684	101,271	47.23%	YES
7 Balances Carried Forward	401,273	341,448			MAJOR WORKS TO COMMUNITY CENTRE £133,909 CAR PARK REFURBISHMENT IN 2017/18 £13401
8 Total Cash and Short Term Investments	351,938	343,513			
9 Total Fixed Assets plus Other Long Term Investments and	1,524,434	1,524,434	0	0.00%	NO
10 Total Borrowings	0	0	0	0.00%	NO

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

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

Please complete the highlighted boxes.

Name of smaller authority:

HADLEY & LEEGOMERY PARISH COUNCIL

County area (local councils and parish meetings only):

SHROPSHIRE

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the Accounts) are 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.

	£	£
<b>Box 7: Balances carried forward</b>		<u>341,448.00</u>
Deduct: Debtors (enter these as negative numbers)		
VAT RECLAIM	(9,106.00)	
OTHERS	(5,551.00)	
	<u>(14,657.00)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
INSURANCE PREMIUM	(4,782.00)	
SUMMER FETE ATTRACTION DEPOSIT	(226.00)	
	<u>(5,008.00)</u>	
<b>Total deductions</b>		<u>(19,665.00)</u>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
TELFORD & WREKIN COUNCIL	13,026.00	
OTHERS	7,960.00	
	<u>20,986.00</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
COMMUNITY CENTRE BOOKING DEPOSITS	744.00	
	<u>744.00</u>	
<b>Total additions</b>		<u>21,730.00</u>
<b>Box 8: Total cash and short term investments</b>		<u><u>343,513.00</u></u>

# Annual Internal Audit Report 2018/19

## HADLEY AND LEEGOMERY PARISH COUNCIL

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 ✓
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			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

14/05/19 DD/MM/YY DD/MM/YY

Name of person who carried out the internal audit

D HERA MEORE AUDITOR

Signature of person who carried out the internal audit

D HERA MEORE REQUIRED

Date 14/05/19

\*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).

14 Beveley Road  
Oakengates  
Telford  
TF2 6AT

01952 616573

[derrick.moore1942@hotmail.com](mailto:derrick.moore1942@hotmail.com)

Date: 14th May 2019

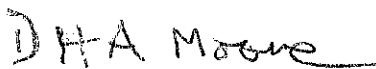
To the Chairman and members of Hadley and Leegomery Parish Council

I have carried out an internal audit for the Parish Council in respect of the financial year 2018/19. In doing so, I have followed the approach to internal audit testing that the Practitioners' Guide suggests. The attached describes the work that I have carried out as a prelude to completing the Internal Audit Report of the Annual Return.

There are no other points to which I need to draw the Council's attention.

**Certificate of independence**

I am aware of the requirements regarding auditors' independence, and certify that I have no relationships, involvement or financial interests with the Council, its members or officers that might compromise my independence as an auditor working within the Code of Practice. I must point out that I am distantly related to Councillor Mrs G I Moore, but as the relationship is a distant one I am satisfied that it does not impair my independence.



D H A Moore

Internal auditor



HADLEY AND LEEGOMERY PARISH COUNCIL

INTERNAL AUDIT

SUPPLEMENTARY REPORT OF INTERNAL AUDITOR IN RESPECT OF THE FINANCIAL YEAR

2018/19

INTERNAL CONTROL	SUGGESTED TESTING
Budgetary Controls	Has the council prepared an annual budget in support of its precept? <b>YES</b>  Is actual expenditure against the budget regularly reported to the council? <b>YES</b> .  Are there any significant unexplained variances from budget? <b>NO</b>
Income controls	Is income properly recorded and promptly banked? <b>YES</b>  Does the precept recorded agree to the notification to the Council Tax Authority? <b>YES</b>  Are security controls over cash and near-cash adequate and effective? <b>YES</b>
Petty cash procedures	Is all petty cash properly recorded and supported by VAT invoices/receipts? <b>YES</b>  Is petty cash expenditure reported to each council Meeting? <b>YES</b>  Is petty cash reimbursement carried out regularly? <b>YES</b>
Payroll Controls	Do all employees have contracts of employment with clear terms and conditions? <b>YES</b>  Do salaries paid agree with those approved by the council? <b>YES</b>  Are other payments to employees reasonable and approved by the council? <b>YES</b>  Have PAYE/NIC been properly operated by the council as an employer? <b>YES</b>
Assets controls	Does the council maintain a register of all material assets owned or in its care? <b>YES</b>  Are the Assets and Investments Registers up to date? <b>YES</b>  Do asset insurance valuations agree with those in the Register of Assets? <del>SEE ABOVE</del> <b>YES</b>
Bank Reconciliation	Is there a bank reconciliation for each account? <b>YES</b>  Is a bank reconciliation carried out regularly and in a timely fashion? <b>YES</b>  Are there any unexplained balancing entries in any reconciliation? <b>NO</b>  Is the value of investments held summarised on the reconciliation? <b>YES</b>
Year-end procedures	Are year-end accounts prepared on the correct accountancy basis (Receipts and Payments or Income and Expenditure)? <b>YES</b>  Do accounts agree with the cashbook? <b>YES</b>  Is there an audit trail from underlying financial records to

	<p>the accounts? <b>YES</b></p> <p>Where appropriate, have debtors and creditors been properly recorded <b>YES</b></p>
Proper book-keeping	<p>Is the cashbook maintained and up to date? <b>YES</b></p> <p>Is the cashbook arithmetic correct? <b>YES</b></p> <p>Is the cashbook regularly balanced? <b>YES</b></p>
<p>a) standing orders and financial regulations adopted and applied; and</p> <p>b) payments controls</p>	<p>Has the council formally adopted standing orders and financial regulations? <b>YES</b></p> <p>Has a Responsible finance officer been appointed with specific duties? <b>YES</b></p> <p>Have items or services above the de minimus amount been competitively purchased? <b>YES</b></p> <p>Are payments in the cashbook supported by invoices, authorised and minuted? <b>YES</b></p> <p>Has VAT on payments been identified, recorded and reclaimed? <b>IN HAND</b></p> <p>Is s137 expenditure separately recorded and within statutory limits. <b>YES</b></p>
Risk management arrangements	<p>Does a review of the minutes identify any unusual financial activity?. <b>NO</b></p> <p>Do minutes record the council carrying out an annual risk assessment? <b>YES</b></p> <p>Is insurance cover appropriate and adequate? . <b>YES</b></p> <p>Are internal financial controls documented and regularly reviewed? <b>YES</b></p>

DAA Moore

Internal auditor

Date: 14th May 2019