

TRANSPARENCY CODE REQUIREMENTS 2019 - 2020

Little Horwood Parish Council

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Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Little Horwood 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.	✓		<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
			✓

*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:

14/05/2020

and recorded as minute reference:

16c

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

<https://www.little-horwood.co.uk/>

Section 2 – Accounting Statements 2019/20 for

Little Horwood Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	10,121	11,966	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	14,000	14,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,826	11,984	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	1,684	2,463	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	13,297	19,356	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	11,966	16,131	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	11,966	16,131	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	38,884	38,884	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

[Redacted Signature]

Date 14/05/2020

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

14/05/2020

as recorded in minute reference:

16d

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

[Redacted Signature]

Annual Internal Audit Report 2019/20

Little Horwood 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 2020.

The internal audit for 2019/20 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 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
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

12/06/2020

Name of person who carried out the internal audit

Claire Black

Signature of person who
carried out the internal audit

Date

12/06/2020

*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).

LITTLE HORWOOD PARISH COUNCIL – Expenditure over £100 for the financial year 2019 - 2020

Invoices are available for inspection. Please apply to the clerk.

Date	Clerk's Reference	Summary	Payments
01/04/2019	LH 19.02	Clerk's salary	561.30
02/04/2019	LH 19.03	Eon street lighting power April	217.47
13/03/2019	LH 19.04	Anglian Water bill	174.30
01/05/2019	LH 19.05a	Walker Grounds Care devolution grass cutting inv 409	260.00
01/05/2019	LH 19.05b	Walker Grounds Care Grounds maintenance Inv 409	263.43
21/05/2019	LH 19.08	Hiscox Insurance (Public Liability & assets)	521.28
03/12/2019	LH 19.10	AVDC dog waste emptying sevice	296.02
19/05/2019	LH 19.11	Grant to Little Horwood Recreation Ground Trust	1250.00
01/06/2019	LH 19.13a	Walker Grounds Care devolution inv 416	260.00
01/06/2019	LH 19.13b	Walker Grounds Care maintenance inv 416	263.43
11/07/2019	LH 19.14a	Walker Grounds Care devolution inv 424	260.00
11/07/2019	LH 19.14b	Walker Grounds Care maintenance inv 424	263.43
02/07/2019	LH 19.16	Eon street lighting power July	229.57
01/07/2019	LH 19.17	Clerk's Salary July	561.30
10/04/2019	LH 19.21	Final payment JRS Contracting tarmac path	216.00
01/08/2019	LH 19.22a	Walker Grounds Care devolution inv 432 July 2019	260.00
01/08/2019	LH 19.22b	Walker Grounds Care LHRT maintenance inv 432	263.43
01/09/2019	LH 19.23a	Walker Grounds Care devolution Inv 439 July 2019	260.00
01/09/2019	LH 19.23b	Walker Grounds Care LHRT maintenance inv 439	263.43
01/10/2019	LH 19.28	Clerk's salary October	670.28
02/10/2019	LH 19.30	Eon street lighting power October	232.10
01/10/2019	LH 19.32a	Walker Grounds Care devolution inv 446 September	260.00
01/10/2019	LH 19.32b	Walker Grounds Care LHRT maintenance inv 446 Sept	263.43
14/11/2019	LH 19.38	Grant to Little Horwood Recreation Ground Trust	1250.00
01/11/2019	LH 19.46a	Walker Grounds Care devolution inv 453 September	260.00
01/11/2019	LH 19.46b	Walker Grounds Care LHRT maintenance inv 453 Sept	263.43
21/09/2019	LH 19.47a	LH Mem Hall rental Post Office inv 1901	416.00
21/09/2019	LH 19.47b	LH Mem Hall rental Post Office inv 1902	384.00
02/01/2020	LH 19.49	Clerk's Salary January	670.28
02/12/2019	LH 19.50	AVDC dog waste inv 445554	379.62
01/01/2020	LH 19.51	Eon street lighting power January	232.10
17/02/2020	LH 19.54	Platts Horticulture Inv 2118	7998.00
29/02/2020	LH 19.55	Platts Horticulture Inv 2120	537.99
12/03/2020	LH 19.59	Ransom strip clearing expenditure	123.50

Smaller authority name: **LITTLE HORWOOD PARISH COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

Local Audit and Accountability Act 2014 Sections 25, 26 and 27

The Accounts and Audit Regulations 2015 (SI 2015/234)

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

NOTICE	NOTES
<p>1. Date of announcement__16 June 2020 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2020, these documents will be available on reasonable notice by application to:</p> <p>(b) Mandy Cliffe, Parish Clerk and Responsible Financial Officer 3 Spring Close, Great Horwood, Milton Keynes, Bucks MK17 0QU 01296 715829</p> <p>commencing on (c) Wednesday 1 July 2020</p> <p>and ending on (d) Wednesday 12 August 2020</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e) Mandy Cliffe Parish Clerk & Responsible Financial Officer</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must start on or before 1 September 2020.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LITTLE HORWOOD PARISH COUNCIL: – Annual Return

Financial Year End 31st March 2020

Prepared by Amanda Cliffe, Parish Clerk Little Horwood,

23rd April 2020

Balance as per Bank Statements at 31st March 2019

Treasurers Account

Business Instant Access Account

Total Bank Balance at 31st March 2019

Less un-presented cheques at 31st March 2019

Chq 001346

Total uncashed cheques

Unbanked cash

Total unbanked cash

Net Balance at 31st March 2020 (Box 8)

	£	£
TSB Account 00071458	9834	
TSB Account 07210550	6342	
		<u>16176</u>
Royal British Legion	45	45
	0	
	0	
		<u>16131</u>

**LITTLE HORWOOD PARISH COUNCIL
ANALYSIS OF VARIANCES 2019/2020**

Section 2 Boxes		2018/19	2018/19	Variance	%Change	Explanation of variance
Box 2	Precept	14000	14,000	0	0%	
Box 3	Other Income	2,826	11984	9158	324.06%	A grant of £8536 was received for the provision of two robotic mowers for the village Recreation Ground. A grant of £171 was received for a bench purchased in the previous financial year. A grant of £490 was received for the repair of a path. Total £9197
Box 4	Staff Costs	1,683.90	2463	779	46.26%	Total salary £2245. Only three salary payments were made in the 2018/2019 year. (First payment was made in 2017/2018). 2019/20 included 4 payments in the financial year and a total salary increase of £220
Box 5	Loan Interest/Capital Repayments	0	0	0	0%	
Box 6	Other Payments	13,297	19356	6059	45.57%	Robotic mowers were purchased for £8536 – more detail required
Box 9	Fixed Assets	38,884.00	38884		0%	
Box 10	Total Borrowings	0.00	0.00	0	0%	

Little Horwood Parish Council 2020 - 2021

Councillors and their Responsibilities

Name of Councillor	Responsibilities	Projects	Committees Attending
Mark Cowdrey Chairman	Review of Planning Applications PC Trustee Little Horwood Trust (Chairman) Budget Setting with Clerk Organise Annual Parish meeting in March/April Annual Audit of Grass Cutting Contractor.	Devolution	Attend Parish Liaison Group NBPPC backup Little Horwood Trust (LHT)
Jane Davey Vice Chairman	Review of Planning Applications Highways repairs PC Trustee Little Horwood Trust		Little Horwood Trust (LHT)
Colin Betteress	Review of Planning Applications	Oxford/Cambridge Expressway Maintain and download data from MVAS speed control equipment - MVAS stats analysis	North Bucks Parishes Planning Consortium (NBPPC) Little Horwood Trust (LHT)
Chris Hooper	Little Horwood Memorial Management committee - Parish Council representative.		Winslow & District LAF Little Horwood Trust (LHT)
Steve Simpson	PC Rep on Recreation Ground Committee, Recreation Ground Trustee, Footpath Walk, Defibrillator training Quarterly review of Parish Council accounts	Street Furniture/Stile repairs Annual Asset Register review	Little Horwood Recreation Trust (LHRT)
Greg Thomas	Organise annual litter pick Review of Planning Applications		
Vacant	Flooding Police Liaison		

Little Horwood Parish Council Property List

The Green

The Millennium Wood