

APPENDIX A

Roles & Responsibilities

Coldwaltham Parish Council – Roles & ResponsibilitiesAgreed at Meeting 9th May 2017

	Councillor
<u>Alban Head Playing Field:</u>	Cllr Nelson & Cllr Evans
<u>Highways:</u>	Cllr Evans
Transport/Buses	Cllr Evans
Footpaths & Conservation:	Cllr Evans
<u>Parish Magazine</u>	Cllr Evans
<u>Planning:</u>	Cllr Burr
HDC Local Development Framework (LDF)	Cllr Burr
SDNP Local Development Framework (LDF)	Cllr Burr
Minerals & Waste	Cllr Burr
<u>Police</u>	Cllr Evans
<u>Preparing for Emergencies,</u>	
<u>Village Plan:</u>	Cllr Nelson & Cllr Evans
<u>Website</u>	Clerk
<u>Outside Bodies:</u>	
West Sussex Assoc of Local Councils (WSALC)	Cllr Burr
Horsham Association of Local Councils (HALC)	Cllr Burr
Church	Cllr Burr
Sandham Memorial Village Hall	Cllr Dudman
Youth Club	Cllr Dudman
County Local Committee (CLC)	Cllr Hewer
Lodge Hill Liaison	Cllr Nelson
Action in Rural Sussex (AIRS)	Cllr Lilley
South Downs National Park	Cllr Burr
Schools	Cllr Nelson & Cllr Evans
Sussex Wildlife Trust	Cllr Bowler

APPENDIX B

Annual Governance Statement

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

COLDWALTHAM 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:

09 - 05 - 2017

and recorded as minute reference:

MINUTE REFERENCE

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.

APPENDIX C

Internal Audit Report

COLDWALTHAM PARISH COUNCIL

INTERNAL AUDIT REPORT

FOR THE YEAR ENDED 31 MARCH 2017

INTRODUCTION

An internal audit of the Parish Council's financial records for the year 2016/2017 has recently been completed. The audit included all financial transactions for the period 1 April 2016 to 31 March 2017 inclusive.

The audit was undertaken in compliance with the requirements of the Accounts and Audit (England) Regulations 2015, and in accordance with the agreed and accepted Audit Plan.

Regulation 3 of the Accounts and Audit (England) Regulations states that the Parish Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk

Regulation 5 of the Accounts and Audit (England) Regulations states that the Parish Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, and any officer or member of the Parish Council, if required to do so for the purposes of the internal audit shall -

- (a) make available such documents and records; and
- (b) supply such information and explanations;

The objective of the internal audit is to determine whether the accounting arrangements, procedural controls, records, and documentary evidence are adequate to ensure the accurate and timely recording of financial transactions, so as to comply with all relevant legislation and best practice.

SCOPE

The audit included examination of the income and expenditure account, and annual return for the period, review of bank statements and cheque book stubs, review of supplier invoices and claims for reimbursement, review of receipts, review of agendas and minutes of meetings, review of budgets, review of fixed asset register and insurance policy, and confirmation that bank reconciliations and reports are prepared regularly and reviewed at regular meetings of the Parish Council.

FINDINGS

- 1) Monies paid and received during the year have been accurately recorded and reconciled to the bank and cash balances.
- 2) VAT had been correctly recorded and reclaimed from HMRC.
- 3) The re-appointment of the internal auditor should be recorded on the minutes

SUMMARY AND OPINION

One of the functions of internal audit is to give assurance to members of the council that the financial systems are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any material respect that the regulatory requirements have not been complied with.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be satisfactory, and accurately record the Council's financial position.

Rachel Hall (ACA)
22 April 2017

APPENDIX D

End of Year Accounts Statement

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

COLDWALTHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	7012	5052	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. 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	13647	13988	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	10456	2382	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	4129	4154	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	21934	8833	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	5052	8435	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	5052	8435	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	143938	143938	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	NIL	NIL	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.
		X	

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 09-05-2017

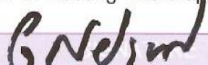
I confirm that these accounting statements were approved by this smaller authority on:

09/05/2017

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:



APPENDIX E

COLDWALTHAM PARISH COUNCIL		
FINANCIAL STATEMENT - 9th May 2017		
Balances at last meeting 31st March 2017		
Current Account	£4,230.51	
Business Reserve	£4,204.56	
		£8,435.07
Monies received since last meeting & incl in balance below		
Bank Interest ()	£0.18	
Precept	£7,623.50	
Council Tax Rebate Grant	£21.50	
		£7,645.18
Payment made since last meeting & incl in balance below		
Clerk Salary (Mar)	-£273.66	
Clerk Office Allowance (Mar)	-£20.00	
Alban Head Playing Field S/O (Mar)	-£295.00	
		-£588.66
Authority required for the following:		
West Sussex ALC Limited	-£290.03	
Horsham Association of Local Councils	-£15.00	
Travis Perkins	-£30.24	
RS Hall & Co	-£180.00	
Professional Weed Solutions	-£432.00	
Arun Mowers	-£2,150.01	
		-£3,097.28
Unpresented Cheques Included in Balance below		
		£0.00
Balances at Bank as at 9th May 2017		
		£12,394.31

<u>FINANCIAL STATEMENT - 9th May 2017</u>	
<u>RECONCILIATION TO BANK - PAGE 1</u>	
BAL PER CURRENT A/C AS AT 9th May 2017	£11,286.85
BAL PER SPECIAL RESERVE A/C AS AT 9th May 2017	£4,204.74
	£15,491.59
LESS CHEQUES NOT YET PRESENTED	-£3,097.28
<u>BALANCE PER CASH BOOK AS AT 9th May 2017</u>	<u>£12,394.31</u>
BALANCE PER CASH BOOK AS AT 1st April 2016	£8,435.07
RECEIPTS	£7,645.18
PAYMENTS	£3,685.94
<u>BALANCE PER CASH BOOK AS AT 9th May 2017</u>	<u>£12,394.31</u>
Signed:	
Clerk & Financial Officer	Date:
Chairman	Date:

APPENDIX F

ALBAN HEAD PLAYING FIELDS		
FINANCIAL STATEMENT - 9th May 2017		
Current A/c Balance as at 31st March 2017	£2,362.91	
Deposit A/c Balance as at 31st March 2017	£3,006.43	
		£ 5,369.34
Monies received since last summary & incl in balance below		
Coldwaltham Parish Council (Apr)	£295.00	
Bank Interest (Apr)	£0.02	
1 to 1 Fitness	£153.00	
Aldwick Cricket Club	£51.00	
		£ 499.02
Payment made since last summary & incl in balance below		
Salaries (Apr & May)	-£587.46	
EDF (Apr)	-£72.00	
Sandham Hall	-£10.00	
		-£ 669.46
Authority required for the following:		
		£ -
Unpresented cheques inc in balance below		
		£ -
Balance at bank as at 9th May 2017		£ 5,198.90
Outstanding Invoices:		
Watersfield Football Club	£182.00	

APPENDIX FOR 14th MARCH MEETING

ALBAN HEAD PLAYING FIELDS		
<u>RECONCILIATION TO BANK - PAGE 1</u>		
BAL PER CURRENT A/C AS AT 9th May 2017		£2,192.45
BAL PER SAVINGS A/C AS AT 9th May 2017		£3,006.45
		£5,198.90
plus unrepresented cheques		£0.00
Sub Total		£5,198.90
PLUS CASH IN HAND (GROUNDSMANS FLOAT)		£106.93
<u>BALANCE PER CASH BOOK AS AT 9th May 2017</u>		£5,305.83
BALANCE PER RECONCILIATION AS AT 1st April 2017		£5,466.27
RECEIPTS		£499.02
PAYMENTS		£659.46
<u>BALANCE PER CASH BOOK AS AT 9th May 2017</u>		£5,305.83
Signed:		
	Clerk & Financial Officer	Date:
	Chairman	Date: