

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

INGLEBY ARNCLIFFE 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 2018, that:

	Agreed		
	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. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE
18/086

dated

24/05/18

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

Chairman

Clerk

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

Authority web address

AUTHORITY WEBSITE ADDRESS

Explanation of variances – pro forma

Name INGLESBY ARNcliffe PARISH COUNCIL of smaller authority:
 County NORTH YORKSHIRE area (local councils and parish meetings only):

Please provide full explanations, including numerical values, for the following:

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

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	5,900	5,900	NIL	NIL	
Box 3 Total other receipts	2,748	2,187	-561	-20%	
Box 4 Staff costs	547	1,334	+787	+144%	NEW CLERK IN POST THIS YEAR
Box 5 Loan interest/ capital repayments	NIL	NIL	NIL	NIL	
Box 6 All other payments	6,114	5,092	-1,022	-16.7%	NO MAJOR WEBSITE EXPENSES IN 2017/18 (£541 - PREVIOUS YEAR) NO ONE OFF VILLAGE BOOK PROJECT (£519 - 16/17)
Box 9 Total fixed assets & long term investments & assets	59,579	57,411	-2,168	-3.6%	
Box 10 Total borrowings	NIL	NIL	NIL	NIL	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: DEFIBRILLATOR FUND £1,729 TRANSPARENCY FUND 500 PLUS RESERVES FOR CONTROLLED ELECTION - GENERAL FUNDS				

Bank reconciliation – pro forma

Name of smaller authority: INGLEBY ARNcliffe PARISH COUNCIL

County area (local councils and parish meetings only): NORTH YORKSHIRE

Financial year ending 31 March 2018

Prepared by HAZEL WARRITURST R.F.O. (Name and role)

Date 20/05/2018

Balance per bank statements as at 31 March 2018:

	£	£
CURRENT ACCOUNT	287.10	
DEPOSIT ACCOUNT	12,237.03	

Petty cash float (if applicable) N/A

12,524.13

Less: any un-presented cheques at 31 March 2018

CHEQUE NUMBER 000197

(4.50)

Add: any un-banked cash at 31 March 2018

(4.50)

NIL

Net balances as at 31 March 2018 (Box 8)

12,519.63

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)

10,859.41

Add: Receipts in the year

8,086.61

Less: Payments in the year

(6,426.39)

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)

12,519.63

(See [example](#) for guidance if required)