

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

MORSTON 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:

31/05/17

Signed by Chair at meeting where approval is given:

(S. Burdell)

and recorded as minute reference:

4 (d) (e)

Clerk:

(S. Ballin)

*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.

Section 2 – Accounting statements 2016/17 for

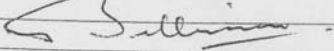
Enter name of smaller authority here:

MORSTON PARISH COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	21,224	43,362	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	1,000	1,000	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	38,254	29,405	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	3,694	3,731	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	13,422	22,370	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	43,362	47,666	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	43,362	47,666	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	162,123	172,123	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments. + 10,000 Improvements to Village Hall.				
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)	<table border="1"> <tr> <th>Yes</th> <th>No</th> </tr> <tr> <td></td> <td>✓</td> </tr> </table>		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.
Yes	No						
	✓						

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

31/05/17

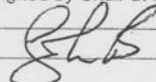
I confirm that these accounting statements were approved by this smaller authority on:

31/05/2017

and recorded as minute reference:

4 (d) (ii)

Signed by Chair at meeting where approval is given:

 (J. BURDELL)

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

MORSTON PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller 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 smaller 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. (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 smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit STUART MEAKIN

Signature of person who carried out the internal audit Streakin Date 29/05/2017

*If the response is 'no' please 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, internal audit must explain why not (add separate sheets if needed).

MORSTON PARISH COUNCIL

BANK & CASH BOOK RECONCILIATION as at 31/3/17

Opening Balances: 2016	43,362.25
Plus Receipts	30,405.10
Less Payments	(26,100.69)
Closing Balance as at 31/3/17	47,666.66 ***

Balance as per Bank Statements :-

Morston Parish Council (a/c 10561738) (Business Saver)	12,728.14
Morston Parish Council (a/c 40652903) (Community)	
Balance 31/3/17 – sheet 346	35,743.20
Less unrepresented cheques	
200651 276.08	
652 68.80	
653 280.09	
654 8.25	
655 36.00	
656 35.46	
657 100.00	
	804.68
	47,666.66 ***

Explanation of significant variances in the accounting statements - Section 2

Local council name: MORSTON PARISH Council

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	2015/16 £	2016/17 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £10))
Box 2 Precept	1,000	1,000	-	-
Box 3 Other income	38,254	29,405	- 8,849	Car Park Income - 9,346 VAT Refunds - 1,892 Caravan Rents + 1,988 Bottle Bank Inc + 366
Box 4 Staff costs	3,694	3,731	+ 37	-
Box 5 Loan interest/ capital	NIL	NIL	-	-
Box 6 Other payments	13,422	22,370	+ 8,948	Internal Improvements to Village Hall + 10,000 (2017) Repairs to Toilets - 480 (2016) Various minor exps - 572 (2016)
Box 7 Balances carried forward	43,362	47,666	+ 4,304	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. £30,000 is earmarked for repairs and resurfacing of way here as per agreement made with National Trust
Box 9 Fixed assets & long term assets	162,123	172,123	+ 10,000	Explain all movements in this category and not just those above 15% + £10,000 - Improvements to Village Hall 2016/17
Box 10 Total borrowing	NIL	NIL	-	-

Confirmation regarding the exercise of public rights

Local Council name: MORSTON PC

The Council must inform the electorate of a 30 working day period during which public rights may be exercised.

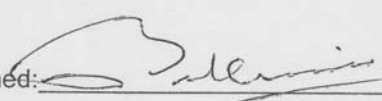
The inspection period must include the first **10 working days** of July 2017. It must start the day after the annual return has been published on your website (or noticeboard for parish meetings) and publication must be as soon as practical after the unaudited annual return has been approved by the Authority.

Working days are defined as Monday – Friday. They **do not** include Saturdays, Sundays and Bank holidays.

(See calendar guide overleaf)

The inspection period commences on: 29th June, 2017

And ends on: 10th August, 2017

Signed:  Date: 24/6/17

Position held: Parish Clerk / RFO

Local council name: MORSTON PARISH COUNCIL

**Notice of appointment of date for the exercise of public rights
Accounts for the year ended 31st March 2017**

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

1. Date of announcement: <u>29/6/17</u> (a)	(a) Insert date of placing of this notice on your website.
2. Each year the Council's Meetings Annual Return is audited by an auditor appointed by Public Sector Audit Appointments Limited. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2017 these documents will be available on reasonable notice on application to:	(b) Delete as appropriate.
(c) <u>Mr. P. BULLMORE - Parish Clerk</u> <u>24, Beech Ave.,</u> <u>SHERINGHAM, (By appointment)</u> <u>NR26 8NS (01263 822864)</u>	(c) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.
commencing on (d) <u>29th June, 2017</u>	
and ending on (e) <u>10th August, 2017</u>	(d) And (e) The inspection period must include 3 July 2017 to 14 July 2017 inclusive and be 30 working days in total.
3. Local Government Electors and their representatives also have: <ul style="list-style-type: none"> • the opportunity to question the auditor about the accounts; and • the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Council/Meeting (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p>	(f) Delete as appropriate
4. The audit is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your audit is being carried out by: Mazars LLP, Aykley Heads, Durham, DH1 5TS	
5. This announcement is made by (g) <u>Mr. P. Bullmore</u> <u>Parish Clerk / RFO</u>	(g) Insert name and position of person placing the notice

Telephone - 01263 823818
email :- stuartmeakin@btinternet.com

"Wykeham"
Morley Road North
SHERINGHAM
Norfolk NR26 8JB

29th May 2017

Morston Parish Council
Statement of Accounts
April 2016 - March 2017

I certify that the above Accounts have been prepared in accordance with correct accounting procedures, that they reflect accurately the transactions of the Council during the Fiscal Year and of the state of affairs at 31st March 2017 and that records have been properly kept and payments authorised by the Parish Council during the year to 31st March, 2017.

Stuart Meakin



INDEPENDENT EXAMINER

