

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

LANGHAM 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:

DD/MM/YYYY

Signed by Chair at meeting where approval is given:

SIGNATURE

and recorded as minute reference:

MINUTE REFERENCE

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.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

LANGHAM PARISH COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	17063	23619	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	15251	19251	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	19240	10572	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	4958	5517	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	22977	27342	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	23619	20583	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	23619	20583	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	82906	85066	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)		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						

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:

SIGNATURE

Date

DD/MM/YYYY

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Annual internal audit report 2016/17 to

Fiona

Enter name of smaller authority here:

LANGHAM 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.			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

Fiona Tylecote

Signature of person who carried out the internal audit

Fiona Tylecote

Date

DD/M/YYYY

*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).

Langham Parish Council

Fixed Asset Register

Item	Purchased	Value
5.6 Acres recreational ground, allotments, burial ground and open space		15,700.00
Street lamps		22,484.00
3 Bus shelters		9,125.00
1 Parish notice boards		500.00
Village pump		1,500.00
Bollard light		679.00
5 Village seats		1,380.00
Gates and fences		2,902.00
Footpaths gates and fences		879.00
Playground equipment	2004	13,551.00
Playground equipment	2006	3,060.00
Filing cupboard	2007	75.00
Playground equipment	2011	5,146.00
5 litter bins	2011	325.00
Safer surface upgrade	2013	2120.00
Village seat	2014	455.00
Community defibrillator	2014	1925.00
Litter bin	2015	100.00
Litter bin	2016	200.00
3 Parish noticeboards	2016	2510.00
Picnic bench	2016	450.00
		<hr/>
	TOTAL	85066.00

LanghamParish Council

Payments over £100 Financial year 2015/16

Date	Chq No	Payee	Amount	Description
01/04/16	100143	Quoin Print	220.00	Neighbourhood Plan printing
11/04/16	IB2	E-ON	581.46	Streetlight quarterly electricity
23/04/16	IB3	H Duckering	480.77	Clerk's salary and expenses
30/04/16	IB6	Mow & Sow	800.00	Grass cutting and green space maintenance
10/05/16	100144	Clive Palmer	277.03	Decorating materials - village hall
10/05/16	100145	Clive Palmer	1800.00	Decorating - village hall
11/05/16	100147	PH Building Ltd	1809.28	Tiling labour and materials - village hall
20/05/16	IB8	H Duckering	505.17	Clerk's salary and expenses
22/05/15	IB10	LRALC	313.75	Annual subscription
30/05/16	IB11	Mow & Sow	400.00	Grass cutting and green space maintenance
01/06/16	IB12	E-ON	239.62	Street lighting quarterly electricity
01/06/16	100151	Clive Palmer	300.00	Decorating - village hall
23/06/16	IB14	H Duckering	539.02	Clerk's salary and expenses
27/06/16	100153	Village and Urban	2520.00	Noticeboards x 3
01/07/16	IB15	PH Building Ltd	4248.00	Plumbing & heating - village hall
01/07/16	IB16	E-ON	579.59	Streetlighting quarterly electricity
01/07/16	IB17	Mow & Sow	875.00	Grass cutting and green space maintenance

LanghamParish Council

Payments over £100 Financial year 2015/16

02/07/16	IB18	H Duckerng	557.60	Clerk's salary and expenses
26/07/16	100154	Langham Baptist Church	400.00	Grant
26/07/16	100155	Langham PCC	600.00	Grant
30/07/16	IB19	Mow & Sow	835.00	Grass cutting
02/08/16	IB20	Glasdon UK Ltd	216.30	Dog waste bin
20/08/16	IB22	H Duckering	582.97	Clerk's salary and expenses
21/08/16	IB25	Came & Company	1122.89	Insurance
30/08/16	IB26	Mow & Sow	1130.00	Grass cutting
08/09/16	IB27	Grant Thornton	240.00	Annual audit
20/09/16	IB28	H Duckering	516.47	Clerk's salary and expenses
30/09/16	IB29	Mow & Sow	400.00	Grass cutting
01/10/16	IB30	E-ON	584.90	Street lighting quarterly electricity
20/10/16	IB32	H Duckering	500.47	Clerk's salary and expenses
31/10/16	IB33	Mow & Sow	840.00	Grass cutting
01/11/16	100156	Langham Village Hall	113.00	Meeting room hire
20/11/16	IB35	H Duckering	579.97	Clerk's salary and expenses
30/11/16	IB36	Mow & Sow	200.00	Grass cutting
20/12/16	IB37	H Duckering	470.47	Clerk's salary and expenses
15/12/16	100159	James Palmer	100.00	Delivery of NP flyers
19/12/16	100160	Pat Lee	269.92	NP expenses
02/01/17	IB39	E-ON	584.90	Streetlighting quarterly electricity
20/01/17	IB40	H Duckering	503.77	Clerk's salary and expenses
07/02/17	IB41	Playscape Playgrounds	144.00	Play equipment
30/01/17	IB42	Mow & Sow	400.00	Grass cutting
01/02/17	100162	Pat Lee	333.00	NP expenses
01/02/17	100163	Pat Lee	692.50	NP admin exp

LanghamParish Council

Payments over £100 Financial year 2015/16

20/02/17	IB43	H Duckering	582.47	Clerk's salary and expenses
15/03/17	100164	Langham Village Hall	143.00	Meeting room hire
20/03/17	IB44	H Duckering	490.46	Clerk's salary and expenses