

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2019, 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
			has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
			✓

*For any statement to which the response is 'no', an explanation should be published

This Annual Governance Statement was approved at a meeting of the authority on:

15/05/2019

and recorded as minute reference:

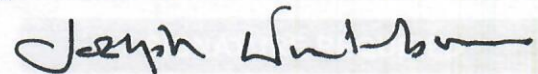
Agenda minute 7

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

Chairman



Clerk

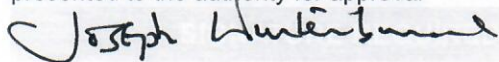


Section 2 – Accounting Statements 2018/19 for

Burgh & Tuttington Parish Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	2,262	2,295	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	2,083	3,189	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,627	1,500	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	1,448	1,974	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	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	2,229	2,927	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	2,295	2,083	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	2,295	2,083	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	0	0	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 2019 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



Date

15-May-2019

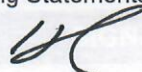
I confirm that these Accounting Statements were approved by this authority on this date:

15/05/2019

as recorded in minute reference:

Agenda minute 7

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



PARISH ACCOUNTS - 2018/19

Date	Description	Company	Description	Income	Expenditure	Net	Income	Expenditure	Net Balance	Notes	PH Notes
				£	£	£	£	£	£		
01/04/18	Balance B/F					2,295.35			2,295.35		
30/04/18	Precept	Broadland		3,189.00		5,484.35	3,189.00		5,484.35	Precept	Seen working in minutes.
05/06/18	cheque 100300	Zurich	parish insurance		-257.60	5,226.75		-257.60	5,178.75	Parish insurance	Seen remittance advice.
06/06/18	cheque 100302	J Runby	Bag of gravel		-48.00	5,178.75		-48.00	5,178.75	Bag of gravel community money receipt	Seen invoice from S&M Supplies
23/08/18	Remittance	Groundwork UK	Tesco grant	1,000.00		6,178.75	1,000.00		6,178.75	Bag of gravel community money receipt Tesco Grant	Receipt minuted in 10/09/18 meeting. Seen invoice from S&M Supplies. Minuted in 10/09/18 meeting.
10/09/18	cheque 100303	J Wirtenbourne	Bag of gravel		-48.00	6,130.75		-48.00	6,130.75	Bag of gravel community money receipt	
10/09/18	cheque 100304	J Wirtenbourne	Expenses		-156.00	5,974.75		-156.00	5,974.75	Minuted 10/09/2018	
10/09/18	cheque 100305	J Wirtenbourne	Clerk's pay		-771.92	5,202.83		-771.92	5,202.83	Minuted 10/09/2018	
10/09/18	cheque 100306	St Mary's church	Graveyard		-120.00	5,082.83		-120.00	4,962.83	Minuted 10/09/2018	
10/09/18	cheque 100309	Tuttington churchyard	Graveyard		-120.00	4,962.83		-120.00	4,962.83	Minuted 10/09/2018	
21/09/18	cheque 100308	Election Services	election invoice		-1,132.57	3,830.26		-1,132.57	3,830.26	Minuted 05/11/2018	Seen invoice from Broadland District Council
21/09/18	cheque 100307	Nalc	National assoc of local councils		-139.59	3,690.67		-139.59	3,690.67	Minuted 05/11/2018	Seen invoice.
07/11/18	cheque 100310	Jessica Perry	First Payment Burgh Sign		-325.00	3,365.67		-325.00	3,365.67	Minuted 05/11/2018	Seen invoice from Jessica Perry.
07/11/18	cheque 100311	Poppy Appeal	Poppy Wreaths for Burgh and Tuttington		-34.00	3,331.67		-34.00	3,331.67	Minuted 07/01/2019	Seen Royal British Legion invoices.
09/11/18	cheque 100312	P Letman	Refurbishment of memorial seat paid on collection		-240.00	3,091.67		-240.00	3,091.67	Minuted 07/01/2019	Seen invoice from Pro-tech. Cheque to P Letman as he paid for bench refurbishment on collection.
20/11/19	Remittance	Future Biogas	Contribution to traffic calming	500.00		3,591.67	500.00		3,591.67	Minuted 07/01/2019	Receipt minuted in 07/01/19 meeting.
20/12/18	cheque100313	Jessica Perry	Final payment for Burgh Sign		-425.00	3,166.67		-425.00	3,166.67	Minuted 07/01/2019	Seen invoice from Jessica Perry. Meeting agreed to pay the £425 rather than the initial £325.
16/01/19	cheque 100314	Burgh Reading Room	Hire of room for Parish Council Meetings		-37.50	3,129.17		-37.50	3,129.17	Minuted 13/09/2019	Seen invoice from Burgh Society Reading Room.
13/09/19	cheque 100315	Clerk's Pay	Clerk's pay		-1,046.08	2,083.09		-1,046.08	2,083.09	Minuted 13/09/2019	
				4,689.00	-4,901.26		4,689.00	-4,901.26			

INCOME & EXPENDITURE SUMMARY	
Balance B/F	Box 1
Precept	Box 2
Other income	Box 3
Expenses:-	
- Staff costs	Box 4
- Other	Box 6
Total	Box 7
Reserve Analysis	
Community / charity reserve	93.00
Tesco grant	10.00
Cll. (ring fenced from District Council)	895.00
Contribution	500.00
Future Biogas	585.09
Remaining reserve	2,083.09