

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

CHARLBUCKY TOWN 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 2020, that:

	Agreed		Yes means that this authority: prepared its accounting statements in accordance with the Accounts and Audit Regulations. made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. has only done what it has the legal power to do and has complied with Proper Practices in doing so. during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. # See explanation log considered and documented the financial and other risks it faces and dealt with them properly. 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. responded to matters brought to its attention by internal and external audit. disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		
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.	✓		
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.	✓ #		
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.	✓		
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		
7. We took appropriate action on all matters raised in reports from 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 authority and, where appropriate, have included them in the accounting statements.	✓		
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 and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

23/09/20

and recorded as minute reference:

AGENDA ITEM 4

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

Chairman

Clerk

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

charlburytowncouncil.co.uk

Section 2 – Accounting Statements 2019/20 for

CHARLBURY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	56,739	129,033	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	97,730	100,866	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	102,450	128,463	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	21,597	26,121	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	8,052	12,089	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	99,237	268,412	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	129,033	51,740	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	127,084	51,740	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	396,387	604,587	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	212,526	200,809	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 2020 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

M. M. M.

28/09/20

Date

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

28/09/20

as recorded in minute reference:

AGENDA ITEM 4

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

[Signature]

Annual Internal Audit Report 2019/20

CHARLBY TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverages. 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 authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	Y/S		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Y/S		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Y/S		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Y/S		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Y/S		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Y/S		NOT FULLY HELD
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Y/S		
H. Asset and investments registers were complete and accurate and properly maintained.	Y/S		
I. Periodic and year-end bank account reconciliations were properly carried out.	Y/S		
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.	Y/S		
K. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (if the authority had a limited assurance review of its 2018/19 AGAR tick 'not covered')			NOT COVERED
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	Y/S		
M. (For local councils only) Trust funds (including charitable) - The council met its responsibilities as a trustee.	Yes	No	Not applicable
			N/A

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

26/04/2020



Signature of person who carried out the internal audit

Name of person who carried out the internal audit

PHILIP HOOD F.M.A.N.T

Date

26/04/2020

*If the response is 'no' you must include a note to 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, the annual internal audit report must explain why not (add separate sheets if needed).

CHARLBURY TOWN COUNCIL 2019-2020

Bank reconciliation for 2019/20 as at 31-Mar-20 £

Balance at 31 March 2020			
1 Barclays - Current a/c		64029.87	
2 Barclays - Business Premium a/c		0.00	
3 Barclays - Treasury Deposit		0.00	
		<u>64029.87</u>	
less			
unpresented cheques	045	250.00	
	062	50.00	
	144	500.00	
	145	440.00	
	149	72.85	
	150	50.15	
	151	239.50	
	155	3450.00	
	31/3	7237.29	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		<u>12289.79</u>	

plus late bankings

£51,740.08

Cash Book

Balance b/fwd	127084.37
add Total Receipts	229329.81
less Total payments	306599.30
General Fund	0.00
Adjustment Balance Brought Forward P/Year	0.00
	1925.20
Balance c/fwd	<u>£51,740.08</u>

Certified to be a true and correct statement of the Financial Position of the Council
and approved by the Council on the 2020
Minute Reference

Chairman _____ Responsible Financial Officer _____

EXPLANATION OF DIFFERENCES.

CHARLBURY TOWN COUNCIL 2019-20.

Box 3. Grant for slots Pavilion extension £25,904

Box 4. Salary alignment with current scales plus
employer N.I. (£20k p.a to £24k p.a) £4,035

Box 5. PWLB loan taken in 18/19 2 repayments in 19/20
FIRST
£4,035

Box 6. Pavilion extension costs

Build and fit out £158,000

NEW PLAY EQUIPMENT (MATERIALS) £8,000
MILL FIELD MAINTENANCE
(AMENITY AREA) £2,000

CITIZENS AWARD SCHEME £2,000

Box 7. USE OF PREVIOUSLY RECEIVED BALANCES.

SITE & CONSTRUCT NEW PLAY EQUIPMENT £23,000
CREATE NEW FOOTPATH £3,000
20 MPH TRAFFIC SCHEME £12,000
PAVILION EXTENSION £39,000

Box 8. USE OF BALANCES

PAVILION EXTENSION £39,000
SIGNS / TRAFFIC SCHEME £12,000
PLAY EQUIPMENT £23,000

Box 9. INCREASED VALUE OF PROPERTY

VALUE OF PAVILION EXTENSION £ 200,000

VALUE OF PLAY EQUIPMENT. £ 8,000
(INCREASE INSURANCE VALUATION AS REPLACEMENT FOR EXISTING)

SPEED INDICATOR DEVICE £ 200.

Box 10. BORROWINGS DECREASE AS PAYMENTS ARE MADE TO

P.W.U.B.

SECTION 1 Box 4. *

ACCOUNTS ARE ALWAYS AVAILABLE THROUGHOUT THE YEAR
FOR THOSE INTERESTED.

AUDIT DATES NOT PUBLISHED DUE TO CIRCUMSTANCES
EXPLAINED PREVIOUSLY LEADING TO LATE COMPLETION
OF SUBMISSION.

ADDITIONAL INFORMATION REQUESTED. (INTERMEDIATE REVIEW)

a, NOTICE NOT DISPLAYED see above*.

b, PRIOR YEARS AUDIT COMPLETION WAS DISPLAYED
ON COUNCILS MAIN NOTICE BOARD (IN TOWN CENTRE)
AND ON ITS WEBSITE.