

Date

1st April 2017

to

Date

31st March 2018

	Current a/c at end of period:			76592.78
add	Other a/c at end of period			39.06
less	cheques paid uncleared:			
	No	69	11.00	
		75	42.00	
		76	172.75	
		78	55.00	
		80	96.00	
add	cheques rec'd not paid in:		376.75	376.75
			0.00	0.00
equ	balance C/F			<b>76255.09</b>

Opening Balance

69318.44

Add receipts for period

32704.52

Less payments for period

25767.87

Equ closing balance

**76255.09**

Chair .....

C Fleet RFO .....

Internal Auditor .....

14/5/2018

[illegible]



STEEPLE ASTON PARISH COUNCIL - PAYMENTS 2017/18

Date written	Cheque No.	Tg	Amount	VAT	Staff Costs	Loan	Trng	Election	Other Admin	Insurance	Grants/Donations	Grass cutting	Playground	Village Hall	Toilet	SAR	Waste	Street furniture	Highways	MCNP	Highways	Highways	Highways
2003/2017	200985	Community first	51.00																				
2003/2017	200979	CV FA	4.10																				
2004/2017	200987	Cathy Fleet clerk salary	247.10		247.10																		
2004/2017	200988	Bethan Osborne	71.00						75.00														
2004/2017	200987	MCNP	31.00																				
2004/2017	200988	Jo Winches	81.00																				
2004/2017	200989	James Puntling	81.00																				
2004/2017	200990	James Puntling	14.90																				
2004/2017	200991	CV FA	131.98																				
2004/2017	200992	CV FA	101.00																				
2004/2017	200993	Cathy Fleet Clerk expenses	2.71						27.71														
2004/2017	200994	CV FA	781.00																				
2004/2017	200995	CV FA	121.55																				
2004/2017	200996	CV FA	381.00																				
2004/2017	200997	CV FA	2001.29						2001.29														
2004/2017	200998	CV FA	3.01						25.84														
2004/2017	200999	CV FA	1.48						11.48														
2004/2017	201000	CV FA	421.00																				
2004/2017	201001	CV FA	181.40																				
2004/2017	201002	CV FA	281.18																				
2004/2017	201003	CV FA	21.00																				
2004/2017	201004	CV FA	161.00																				
2004/2017	201005	CV FA	31.00																				
2004/2017	201006	CV FA	181.64																				
2004/2017	201007	CV FA	601.00																				
2004/2017	201008	CV FA	501.00																				
2004/2017	201009	CV FA	351.00																				
2004/2017	201010	CV FA	51.00																				
2004/2017	201011	CV FA	51.00																				
2004/2017	201012	CV FA	231.30																				
2004/2017	201013	CV FA	271.74						47.25														
2004/2017	201014	CV FA	191.40						10.62														
2004/2017	201015	CV FA	101.62																				
2004/2017	201016	CV FA	571.00																				
2004/2017	201017	CV FA	321.00																				
2004/2017	201018	CV FA	361.80																				
2004/2017	201019	CV FA	101.00						100.00														
2004/2017	201020	CV FA	261.82						10.05														
2004/2017	201021	CV FA	261.82																				
2004/2017	201022	CV FA	261.82																				
2004/2017	201023	CV FA	101.00																				
2004/2017	201024	CV FA	651.00																				
2004/2017	201025	CV FA	731.00																				
2004/2017	201026	CV FA	1151.84																				
2004/2017	201027	CV FA	101.84																				
2004/2017	201028	CV FA	981.00																				
2004/2017	201029	CV FA	241.80																				
2004/2017	201030	CV FA	261.85																				
2004/2017	201031	CV FA	51.87						53.87														
2004/2017	201032	CV FA	31.00						39.00														
2004/2017	201033	CV FA	401.10																				
2004/2017	201034	CV FA	31.78																				
2004/2017	201035	CV FA	461.00																				
2004/2017	201036	CV FA	561.14																				
2004/2017	201037	CV FA	241.00						47.25														
2004/2017	201038	CV FA	241.00						200.00														
2004/2017	201039	CV FA	261.82																				
2004/2017	201040	CV FA	261.82																				
2004/2017	201041	CV FA	11.70						13.70														
2004/2017	201042	CV FA	491.00																				
2004/2017	201043	CV FA	121.00																				
2004/2017	201044	CV FA	261.00																				
2004/2017	201045	CV FA	21.28																				
2004/2017	201046	CV FA	31.00						39.00														
2004/2017	201047	CV FA	341.00																				
2004/2017	201048	CV FA	421.00																				
2004/2017	201049	CV FA	261.82																				
2004/2017	201050	CV FA	11.00																				
2004/2017	201051	CV FA	11.66						12.56														
2004/2017	201052	CV FA	261.82																				
2004/2017	201053	CV FA	11.00																				
2004/2017	201054	CV FA	121.80						47.25														
2004/2017	201055	CV FA	551.70																				

201054 re insurance

551.70

9.45



[illegible]

To Steeple Aston Parish Council

Internal Audit Report.

I have conducted the 2018 internal audit on the accounts of Steeple Aston Parish Council.

In my opinion the financial controls in use are adequate and appropriate for an organisation the size of Steeple Aston Parish council. The use of three cheque signatories would require a significant degree of collusion for any inappropriate payment to be made.

The annual return produced from the accounts is in accordance with the underlying transactions and records and the records have been maintained in a satisfactory manner.

Two issues, Banking and payroll, were identified last year as being weaknesses in the systems.

The payroll issue has been addressed with the clerk's salary now being paid by cheque rather than standing order and a copy of the payslip being used effectively as an invoice and kept along with all the other invoices paid during the month. The late payments to the Inland Revenue of the quarterly income tax due were most likely caused by the change in the payroll bureau used during the year. The final quarterly payment, due in March 2018, was made at the correct time.

With regard to banking, I understand that a new current banking arrangement is being put in place with a bank selected that no councillors have personal accounts with. I hope that a suitable deposit account can also be identified.

The financial risks of Steeple Aston Parish Council would appear to be minimal.

Helen White



## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

STEEPLE ASTON 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' 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.	✓		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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and 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 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	N/A
		X	
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

\*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:

05.18.19

14/05/18

dated

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

Chairman

Clerk

*[Signature]*  
*[Signature]*

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