

# STEYNING PARISH COUNCIL

|                                                                                 | Year ending        |                    | Notes and guidance                                                                                                                                                                      |
|---------------------------------------------------------------------------------|--------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                 | 31 March 2017<br>£ | 31 March 2018<br>£ |                                                                                                                                                                                         |
| Balances brought forward                                                        | 150,112            | 180,095            | 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.                                              |
| (+) Precept or Rates and Levies                                                 | 238,794            | 244,523            | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.                                                                 |
| (+) Total other receipts                                                        | 117,098            | 98,250             | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.                                                   |
| (-) Staff costs                                                                 | 101,449            | 110,567            | 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. |
| (-) 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).                                                                      |
| (-) All other payments                                                          | 224,460            | 215,683            | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).                                                     |
| (=) Balances carried forward                                                    | 180,095            | 196,618            | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).                                                                                                       |
| Total value of cash and short term investments                                  | 233,362            | 247,336            | 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.                                     |
| Total fixed assets plus long term investments and assets                        | 2,649,115          | 2,649,115          | 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.                                                      |
| Total borrowings                                                                | 0                  | 0                  | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).                                                                                        |
| (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes                | No                 | The Council acts as sole trustee for and is responsible for managing Trust funds or assets.                                                                                             |
|                                                                                 |                    | ✓                  |                                                                                                                                                                                         |

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

18<sup>th</sup> JUNE 2018

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

18<sup>th</sup> JUNE 2018

and recorded as minute reference:

FULL / 18 / 42.1

Signed by Chairman of the meeting where approval of the Accounting Statements is given

We acknowledge as the members of:

## STEYNING 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                              |                          |                                     | The Council has the authority to:                                                                                                                                                       |
|-------------------------------------|--------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes                                 | No                       |                                     |                                                                                                                                                                                         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     | prepared its accounting statements in accordance with the Accounts and Audit Regulations.                                                                                               |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.                                                                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     | has only done what it has the legal power to do and has complied with Proper Practices in doing so.                                                                                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.                                                               |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     | considered and documented the financial and other risks it faces and dealt with them properly.                                                                                          |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     | 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. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     | responded to matters brought to its attention by internal and external audit.                                                                                                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.                                           |
| <b>Yes</b>                          | <b>No</b>                | <b>N/A</b>                          | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.                                                                                     |
|                                     |                          | <input checked="" type="checkbox"/> |                                                                                                                                                                                         |

\*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:

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

FULL 18/12/2

Chairman

dated

18<sup>th</sup> JUNE 2018

Clerk

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

steyningpc.gov.uk