

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

UPPER HARDRES 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:

09/05/2017

and recorded as minute reference:

09/05/17-56

Signed by Chair at meeting where approval is given:



Clerk:

Chamitt

*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:

UPPER HARDRES PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2016 £ | 31 March 2017 £ | 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. |
| 1. Balances brought forward | 15,512 | 15,497 | 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 | 4,590 | 4,517 | Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 5,548 | 13,613 | 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 | 2,893 | 2,880 | 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 smaller authority's borrowings (if any). |
| 6. (-) All other payments | 7,260 | 8,500 | 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 | 15,497 | 22,247 | 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 | 15,497 | 22,247 | 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 | 589,155 | 626,624 | 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 | 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 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 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:

Chamill

Date

09/05/2017

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

09/05/2017

and recorded as minute reference:

09/05/17-6a+6b

Signed by Chair at meeting where approval is given:

[Signature]

Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

UPPER HADDRES 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) | Yes | No | Not applicable |
| Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

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

SIMON WARNER

Signature of person who carried out the internal audit



Date

05/05/2017

*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).

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

UPPER HARGREES PARISH COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report (UE0295)

~~(Except for the matters reported below)*~~ on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

External auditor name

PKF Littlejohn LLP

Date

17-7-17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Explanation of Variances Upper Hardres Parish Council (UHPC) Year ended 31 March 2017

| Section 2 | 2015/16 £ | 2016/17 £ | Variance £ | Variance % | Detailed explanation of variance over 15% (with amounts shown in £) |
|--|--------------|--------------|---------------|---------------|--|
| Box 2 | | | | | |
| <i>Precept</i> | 4,590 | 4,517 | 72 | 1.5% | - |
| Box 3 | | | | | |
| <i>Total other receipts</i> | 5,548 | 13,613 | 8,065 | 145.3% | <p>Increase due to: Balance of funds raised for Playing Field transferred from Bossingham Sports & Leisure Trust (BS&LT) account to PC ownership when Trust was dissolved (BS&LT was a volunteer-run committee reporting to UHPC). <i>It raised funds for sports and leisure equipment to be installed on the parish council owned playing field. BS&LT was dissolved in August 2016, and ownership of all equipment and remaining funds were transferred to UHPC)</i> Grant received from county council for playing field Grounds maintenance contribution from Village Hall Other</p> |
| | | | | | 5,864 |
| | | | | | 1,000 |
| | | | | | 1,122 |
| | | | | | <u>79</u> |
| | | | | | <u>8,065</u> |
| Box 4 | | | | | |
| <i>Staff costs</i> | 2,893 | 2,880 | 13 | 0.4% | - |
| Box 5 | | | | | |
| <i>Loan interest/ capital repayments</i> | 0 | 0 | 0 | - | - |

UHPC Asset Register, at 31 March 2017

| ASSET DETAILS | | | | | | | | | | | |
|---------------|----------------------------|----------------|-------------------------------|---------------------|--------------------------------------|----------------------------|---------------------|-------|---|--------------------|-----------------|
| Ref | Description | Date acquir. | Supplier | Cost/Value | Useful life est. | Location | Use | Cust. | Usage & Condition | Disposal/Discharge | Insurance Value |
| 1 | Village Hall (BVH) | Land Reg. 2013 | BVH Mge Comm is Cust. Trustee | valuation '13 £550K | Indeterminate | The Street, CT4 6DX | P'shioners & public | BVHMC | Daily - groups and lettings Cond: Good | | £550,000 |
| 2 | Playing field (PF) | 1995 | BS< Cust. Trustee | equip. cost £34K | Indet. (covenant: sport & rec. only) | PF, rear of BVH | P'shioners & public | UHPC | Daily - Recreation for all parishioners. Cond: Good | | £34,000 |
| 3 | Fencing | c.1995 | unknown | c.£2K | Indeterminate | CP & PF boundaries | | UHPC | Cond: Good | | £2,000 |
| 4 | Car park (CP) | c.2000 | Moons of Selling | £34,051.50 | Indeterminate | Side of BVH | P'shioners & public | UHPC | Daily - Parishioners, hall users. Cond: Good | | £25,000 |
| 5 | Noticeboard 1 | Repaired 2011 | Gerald Wilton Designs | £450 | 10 years | Hop Pocket | Clerk & public | UHPC | Fortnightly Cond: Fair | | £400 |
| 6 | Noticeboard 2 | 2009 | | £1,000 | 10 years | UH Church | Clerk & public | UHPC | Fortnightly Cond: Fair | | £1,000 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| 7 | Gate 1 | c.2000 | Jacksons | c.£800 | 15 years | Entrance to PF | Gardener | UHPC | Fortnightly in mowing season Cond: Good | | £800 |
| 8 | Gate 2 | 2013 | T. Metcalfe | £430.44 | 23 years | Entrance to PF | P'shioners | UHPC | Daily Cond: Good | | £400 |
| 9 | Bench 3 Liz Dixey bench | 2016 | Woodberry | £457.55 | 25 years | PF | P'shioners | UHPC | Occasional Cond: New, Nov 16 | | £457 |
| 10 | Lap top, hard drive, USB | Apr-16 | eBuyer | £466.47 | 2-4 years | Clerk's home | Clerk | UHPC | Daily. Cond: New (hard disc replaced by HP Oct 16) | | £466 |
| 11 | Fencing & stile | 2015 | Bossingham Groundworks | £2,000 | 20 years | PF/BVH bd'ry North PF b'ry | | UHPC | Cond: Good | | £2,000 |
| 12 | Defibrillator & cabinet | 2016 | BHF Turtle Engineering | £400 £570 | ? ? | Side lobby at BVH | Public | UHPC | Cond: New, good Cond: New, good | | £970 |

Items 2, 9, 10, 11, 12 are new to 2016. 17 register

| | | | |
|--|----------|--|----------|
| Original cost/Audit Value of assets held | £626,624 | Insurance/Replacement value of Assets held | £617,970 |
|--|----------|--|----------|

Upper Hardres Parish Council

Location of public land and building assets:

1. Bossingham Village Hall

The Street, Bossingham CT4 6DX

Bossingham Village Hall Management Committee insure, maintain and manage the village hall and its grounds on behalf of Upper Hardres Parish Council.

The hall is used for local events, meetings and private hire.

Bossingham Village Hall Management Committee has insured the hall for £550K.

Bossingham Village Hall is a registered charity no. 1143498.

2. Bossingham Village Hall Car Park

side of Bossingham Village Hall, The Street, Bossingham CT4 6DX

Approx. 54' x 20'.

In 1995, land adjoining Bossingham Village Hall was purchased by Upper Hardres Parish Council from Mrs Bertha Dale with the restrictive covenant "*for sporting purposes and associated car parking*". Parish clerk holds covenant document.

Car park installed c.2000 by Upper Hardres Parish Council for use by hall users and parishioners.

Upper Hardres Parish Council maintain and insure car park.

3. Bossingham Playing Field

rear of Bossingham Village Hall, The Street, Bossingham CT4 6DX

Approx. 54' x 54'.

In 1995, land adjoining Bossingham Village Hall was purchased by Upper Hardres Parish Council from Mrs Bertha Dale with the restrictive covenant "*for sporting purposes and associated car parking*". Parish clerk holds covenant document.

In 2011, Bossingham Sports & Leisure Trust began to raise funds to provide free to use outdoor sports and leisure facilities on Bossingham Playing Field, on behalf of Upper Hardres Parish Council. The facilities are free to use by all, and are regularly used by residents of Bossingham, Upper Hardres and Stelling Minnis.

Bossingham Sports & Leisure Trust was dissolved in 2016 and ownership of all equipment and remaining funds handed to Upper Hardres Parish Council. UHPC insure and manage upkeep of equipment and carry out regular safety inspections.

Grounds maintenance is shared with Bossingham Village Hall Management Committee.

Clare Hamilton, Parish Clerk, 31 March 2017

Upper Hardres Parish Council

Parish Councillors, their roles and responsibilities:

| | |
|----------------|-------------------|
| Steve Rayner | <i>Chair</i> |
| Angela Waldron | <i>Vice Chair</i> |
| Janice Rosen | |
| Paul Gordon | |
| Nick Waldron | |

Clare Hamilton, Parish Clerk, 31 March 2017

Upper Hardres Parish Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

| NOTICE | NOTES |
|---|--|
| <p>1. Date of announcement <u>3 June 2017</u> (a)</p> <p>2. Each year the smaller authority's Annual Return needs to be reviewed by an external auditor appointed by the Audit Commission. The unaudited Annual Return has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2017 these documents will be available on reasonable notice by application to:</p> <p>Clare Hamilton, Parish Clerk tel 01303 257321 email clrhamilton8@gmail.com (b) 14a Elmstead Place, Folkestone CT20 1QU</p> <p>Monday to Friday mornings by appointment commencing on (c) <u>05 June 2017</u></p> <p>and ending on (d) <u>14 July 2017</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> The opportunity to question the appointed auditor about the accounting records; and The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's Annual Return is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP Ref: SBA 2nd Floor 1 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e) <u>Clare Hamilton, Parish Clerk</u></p> | <p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p> |