Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

PURLTON 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 2020, that:

	Agreed		
	Yes	No*	*'Yes' means that this authority:*
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.*

	Yes	No	N/A	
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.			✓	*has met all of its responsibilities where, as a body corporate, 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 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:

09/06/2020

and recorded as minute reference:

20.76

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

Chairman [signature]

Clerk [signature]

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

www.purtonparishcouncil.org

Section 2 – Accounting Statements 2019/20 for

PURITON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	*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	50119	82495	*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	37650	40320	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	33715	39900	*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	20915	19266	*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	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	18074	55063	*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	82495	88386	*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	82495	88386	*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	12692	13282	*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).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		✓	*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

[signature]

Date 09/06/2020

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

09/06/2020

as recorded in minute reference:

20.78

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

[signature]

Annual Internal Audit Report 2019/20

PURITON PARISH 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 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 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.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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.			NO PETTY CASH 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.	✓		
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. **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")*			✓
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.	✓		

	Yes	No	Not applicable
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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: 26/05/2020

Name of person who carried out the internal audit: KAREN NOBES

Signature of person who carried out the internal audit

Date 26/05/2020

*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).

Polden Accountants Ltd

Puriton Parish Council
Internal Audit Report 2019-20

Under the Accounts and Audit Regulations 2006 (which amends the Accounts and Audit Regulations 2003) the Council is obliged to carry out a review of the effectiveness of its internal controls and to report the matter to the Council. In my capacity as independent internal auditor, I have carried out a retrospective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31st March 2020.

I am pleased to report to Members that I completed my internal audit of the Puriton Parish Council for 2019-20 on 26th May 2020.

Members should be aware that my work cannot be relied on to identify the occasional omission or insignificant error, nor to identify breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against.

The Internal Audit has been carried out in accordance with the council'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 aspects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Members will be pleased to know that I did not find anything major in my financial audit to report and that I found the record keeping to be of a very good standard and the Parish Council's approach to the management of risks to be sound.

As a result of my audit work and my discussions with your Clerk I was able to answer 'YES' to all the relevant statements contained in Section 4 of the Annual Return for 2019-20.

Internal Control objectives	Agreed?
Appropriate books of account have been properly kept throughout the year	Yes
The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for	Yes
The council assessed the significant risk to achieving its objects and reviewed the adequacy of arrangements to manage these	Yes
The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate	Yes

Registered in England and Wales: 7258340
Poplar Farm
Burtle Road
Burtle
Phone: 01278 685123
Mobile: 07811 219269
Email: Karen@poldenaccountants.co.uk

Contact details

Name of smaller authority: PURITON PARISH COUNCIL

County Area (local councils and parish meetings only): SEDGEMOOR

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	MRS SALLY DIAZ	MR SIMON LANGLEY
Address	17 SEALEY CLOSE DRAYCOTT CHEDDAR SOMERSET BS27 3UA	8 RIVERTON ROAD PURITON, BRIDGWATER SOMERSET TA7 8BW
Daytime telephone number	01934 221659	07769 227721
Mobile telephone number	07850 282578	07769 227721
Email address	clerk@puritonparishcouncil.org	simonlangley-ppc@gmx.com

Smaller authority name: PURITON PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)
The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

NOTICE	NOTES
1. Date of announcement 14/6/2020 (a)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR 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 2020, these documents will be available on reasonable notice by application to:** (b) SALLY DIAZ - PARISH CLERK/RFO. 17 SEALEY CLOSE, DRAYCOTT, CHEDDAR 01934 221659 clerk@puritonparishcouncil.org	(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
commencing on (c) **Monday 15 June 2020**	(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
and ending on (d) **Friday 24 July 2020**	(d) The inspection period between (c) and (d) must be 30 working days inclusive and must start on or before 1 September 2020.
3. Local government electors and their representatives also have: • 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. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	
4. The smaller authority's AGAR 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: **PKF Littlejohn LLP (Ref: SBA Team)** **15 Westferry Circus** **Canary Wharf** **London E14 4HD** (sba@pkf-littlejohn.com)	
5. This announcement is made by (e) SALLY DIAZ, PARISH CLERK/RFO	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

Polden Accountants Ltd

Polden Accountants

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	**Yes**
Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for	**Yes**
Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements properly applied	**Yes**
Asset and investment registers were completed and accurate and properly maintained	**Yes**
Periodic and year-end bank account reconciliations were properly carried out	**Yes**
Accounting statements prepared during the year were prepared on the correct accounting basis, agreed with the cash book, were supported by and adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded	**Yes**
Trust funds (including charitable). The council has met its responsibilities as a trustee	**Yes**
For any other risk identified by the council adequate controls existed	**None identified**

Karen Nobes BA(hons), ACMA, CTA
Polden Accountants Ltd
Internal Auditor
26th May 2020

Polden Accountants Ltd

Puriton Parish Council
Internal Audit Report 2019-20

FINDINGS THIS REVIEW:
The Parish Council has a statutory duty to complete an Annual Return at the end of each financial year. As part of this Annual Return, the Parish Council's Internal Audit function is required to provide assurance that relevant procedures and controls were operating effectively for the financial year ending 31 March 2020. The purpose of this exercise is to meet those statutory requirements and provide the Parish Council with an appropriate level of assurance in support of the Annual Return for 2019-20.

The Parish Council consists of 9 elected Members, with the Parish Council meeting on a monthly basis. The Parish Council receives an annual precept of around £40,300 and received CIL payments totalling £30,000, incurs expenditure on regular creditors of around £20,000, spent £30,000 on repairs and improvements during the year and spends around £20,000 on salaries each year. The parish also made grants during the year totalling £2000

OVERVIEW:
Overall the council have strong controls and procedures in place. There has been no change in the clerk during the year and controls remain tight. All transactions I checked were supported by documentation, were approved for payment through the council meetings and were recorded correctly.

PARISH MEETING MINUTES:
Meeting minutes appear to be taken in detail, are approved and published each month.

BUDGETTING:
A budget is prepared in advance each year and broken down into cost categories. Objective D of Section 4 of the Annual return to the Audit Commission requires adequate budgeting processes to be adopted and for the budget to be regularly monitored.

I do believe that the review of the budgets and performance against budgets are monitored, however minutes need to reflect that these are reviewed in detail and challenged where appropriate.

INSURANCE:
The Parish Council's insurance cover is currently provided by Zurich Insurance. The level of cover should continue to be reviewed in line with the Audit Commission's guidelines.

CASH BOOK:
The cashbook was accurate and up to date. I undertook a 80% check of the receipts and payments. All payments I checked were authorised by Members and minuted appropriately.

Registered in England and Wales: 7258340

Poplar Farm
Burtle Road
Burtle

Phone: 01278 685123
Mobile: 07811 219269
Email: Karen@poldenaccountant...

Polden Accountants Ltd

BANK RECONCILIATIONS:

The importance of regular bank reconciliations is recognised, and the end of year bank reconciliation was accurate and agreed with the records I inspected. I would just like to see the review of these reconciliations minuted in the meetings.

EMPLOYER RESPONSIBILITIES:

The Parish Council operate a payroll for the salary paid to both the Parish Clerk(s) and the Village Ranger. The payroll is managed by a third party provider, which provides comfort that tax and national insurance is correctly calculated and creates a segregation of duties. This is operated monthly with any Income Tax and National Insurance payments being made on a monthly basis.

Clerk and Village Ranger expenses are also paid on a monthly basis, a standard expenses form is used, this is correctly authorised for payment by a councillor.

REGISTER:

The register is up to date and values amended to agree with the insurance schedule.

SUMMARY OF RECOMMENDATIONS:

I recommend the following actions be undertaken by the Council:

- Continue to ensure the accounts and budgets are challenged and reviewed regularly.

Karen Nobes BA(hons), ACMA, CTA
Polden Accountants Ltd
Internal Auditor
26th May 2020

Registered in England and Wales: 7258340
Poplar Farm
Burtle Road
Burtle
Phone: 01278 685123
Mobile: 07811 219269