

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

### FARLAM 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.	X			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.	X			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.	X			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.	X			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.	X			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.	X			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.	X			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.	X			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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			X	

This Annual Governance Statement is approved by this authority and recorded as minute reference:

2018.4.1

dated

16/05/18

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

Chairman

*[Signature]*

Clerk

*[Signature]*

## Section 2 – Accounting Statements 2017/18 for

### FARLAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	4222	3543	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	3221	3712	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	8653	2392	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	2395	2644	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	10158	4059	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	3543	2944	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	3543	2944	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	500786	32786	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	NIL	NIL	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 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

*Middle* REQUIRED

Date

16/05/18.

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

16/05/18

and recorded as minute reference:

2018.4.2

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

*Brew* REQUIRED

## Certificate of Exemption

To be completed only by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2017/18, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2017/18:

£6,104.00

Annual gross expenditure for the authority 2017/18:

£6,703.00

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of £200 +VAT will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website\* before 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer

Date

Allison Riddell

16/05/18

Signed by Chairman

Date

[Signature]

16/05/18

Email

Telephone number

farlampan@hotmail.co.uk

016977 3382

\*Published web address (not applicable to Parish Meetings)

www.farlampanshcouncil.com

**This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.**

## Annual Internal Audit Report 2017/18

### FARLAM 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 2018.

The internal audit for 2017/18 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.			N/A
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. (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 authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

14/06/2018

Name of person who carried out the internal audit

MRS JOANNE BATEY FMAAT

Signature of person who carried out the internal audit

J Batey

Date

14/06/2018

\*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, the annual internal audit report must explain why not (add separate sheets if needed).

# FARLAM PARISH COUNCIL

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st MARCH, 2018

<b>RECEIPTS</b>	
Precept	£ 3,711.67
CTRS Grant	£ 153.33
Parish Grant	£ -
Misc grant	£ 150.00
Insurance	£ 887.00
From Village Hall funds	£ -
From Farlam Parish Trust	£ 779.27
Misc	£ -
Vat received	£ 423.11
<b>Total Income</b>	<b>£ 6,104.38</b>
<b>PAYMENTS</b>	
Staff	£ 2,644.20
Grass cutting	£ 917.86
Village Hall Grants & Other Donations	£ -
Grants	£ -
Insurance	£ 1,392.41
Hall hire	£ -
Playarea	£ 822.27
Admin	£ 273.68
Subscriptions	£ 198.04
Members	£ 35.00
Audit fees	£ 150.00
Vat	£ 191.11
Website	£ 33.33
Misc/repairs	£ 45.00
Village Hall repairs	£ -
Assets	£ -
Sec 137	£ -
<b>Total Expenditure</b>	<b>£ 6,702.90</b>
<b>Excess of Expenditure over Income</b>	<b>-£ 598.52</b>

The above Statement represents fairly the financial position of the Parish Council at 31st March, 2018, reflects its receipts and payments during the year and was approved by the Parish Council at its meeting on 16th May 2018.

Chairman



Responsible Officer



16th May 2018

# FARLAM PARISH COUNCIL

## BALANCE SHEET AT 31st MARCH, 2018

Balance at 1st April, 2017				
per balance sheet at 31/3/17	£	3,543.19	£	3,543.19
Net surplus/(deficit) 2017/2018			-£	598.52
<b>Reserve Fund</b>			<b>£</b>	<b>2,944.67</b>
Reserve Fund represented by				
HSBC Account	£	2,944.67		
<b>Total</b>			<b>£</b>	<b>2,944.67</b>

The above Statement represents fairly the financial position of the Parish Council at 31st March, 2018 and reflects its income and expenditure during the year and was approved by the Parish Council at its meeting on 16th May, 2018.

Chairman



Responsible Officer



16th May 2018

**FARLAM PARISH COUNCIL**

**BANK RECONCILIATION AT 31st MARCH 2018**

**HSBC ACCOUNT - 20476129**

Balance b/f at 1/4/17	3,543.19		
Income	6,104.38	Expenditure	6,702.90
		Balance c/f	2,944.67
	<u>9,647.57</u>		<u>9,647.57</u>

**Bank Reconciliation**

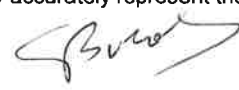
Balance per statement @ 31.3.18 2979.67

**Less o/s cheques**

A Shaw	100709	35.00	
			<u>35.00</u>
			<u>2,944.67</u>

	<u>Balance B/F 1.4.17</u>	<u>Balance C/F</u>
HSBC Account	3,543.19	2,944.67
	<u>£ 3,543.19</u>	<u>£ 2,944.67</u>

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the end of the month indicated.



**FARLAM PARISH COUNCIL**

**BANK RECONCILIATION AT 31st MARCH 2018**

<b>Cash Book</b>	Balance b/f @ 1/4/2017	3,543.19
	Add: receipts	6,104.38
	Less: payments	<u>6,702.90</u>
		<u>2,944.67</u>

<b>Bank</b>	Current Account	
	Balance @ 31.3.18	2,979.67
	Less unpaid cheq's	<u>35.00</u>
		2,944.67
		<u>2,944.67</u>

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the end of the year indicated.

Chairman 

Responsible Officer 

16th May 2018

# FARLAM PARISH COUNCIL INCOME 2017/2018

date	description	rcpt no	ref	Precept	CTRS Grant	Farlam Parish Trust	Grants	Village Hall Grants	Vat Received	Insurance	Work to Village Hall	Interest Received	Totals
	<b>Budget</b>			3,711.67	153.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,865.00
	<b>Balance</b>			0.00	0.00	779.27	150.00	0.00	423.11	887.00	0.00	0.00	2,239.38
	<b>Income to date</b>			3711.67	153.33	779.27	150.00	0.00	423.11	887.00	0.00	0.00	6,104.38
6.4.17	Farlam Parish Trust		P/I 1			579.27							579.27
15.4.17	Precept		D/C 2	3711.67									3711.67
	CTRS Grant		D/C 3		153.33								153.33
25.5.17	HGB Village Hall		P/I 4							887.00			887.00
23.11.17	Farlam Parish Trust		P/I 5			200.00							200.00
11.12.17	City Council - tubs		D/C 6				150.00						150.00
16.3.18	HMR&C - Vat		D/C 7						423.11				423.11

jfb 14/10/2018

**FARLAM PARISH COUNCIL  
EXPENDITURE 2017/2018**

date	description	ref	chq	Clerks Wages	Admin Costs	Sec 137	Village Hall	Grants	Grass Cutting	Insurance	Playarea	Subs	Members	Hall Hire	Audit Fees	Website	Misc	Plants, tubs etc	Assets	Vat	Totals
	<b>budget</b>			2,477.52	250.00	0.00	500.00	200.00	1,285.00	550.00	310.00	200.00	175.00	96.00	145.00	50.00	510.00	100.00	0.00	0.00	6,848.52
	<b>balance</b>			168.68	23.68	0.00	-500.00	-200.00	-367.14	842.41	512.27	-1.96	-140.00	-96.00	5.00	-16.67	-500.00	-65.00	0.00	191.11	-145.62
	<b>Expenditure to date</b>			2644.20	273.68	0.00	0.00	0.00	917.86	1392.41	579.27	198.04	35.00	0.00	150.00	33.33	10.00	35.00	0.00	115.65	6,702.90
12.4.17	Playdale	1	696																		165.20
12.4.17	HMR&C	2	697	165.20																	330.52
10.5.17	A Riddell	3	698	330.52																	180.54
	CALC subs	4	699																		183.58
	P Bell Services	5	700																		1392.41
	Zurich Insurance	6	701																		0.00
	cancelled	7	702																		0.00
27.6.17	HMR&C	8	703	166.68																	166.68
12.7.17	A Riddell	9	704	330.32																	330.32
	HMR&C	10	705	82.40																	82.40
	R Hinton	11	706					10.00													12.00
	P Bell Services	12	707																		367.14
	cancelled (issued 696)	13	708																		0.00
	A Shaw	14	709																		0.00
	Web hosting	15	710																		2.00
13.9.17	A Riddell	16	711	330.32																	35.00
	HMR&C	17	712	165.20																	35.00
	P Bell Services	18	713																		35.00
	J Bailey	19	714																		39.99
	BDO Stoy Hayward	20	715																		330.32
13.10.17	CALC	21	716																		50.00
13.10.17	Cubby's Signs	22	717																		165.20
8.11.17	A Riddell	23	718	330.32																	183.57
	P Bell Services	24	719																		120.00
10.1.18	A Riddell	25	720																		35.00
	HMR&C	26	721																		220.80
	A Jones	27	722	82.60																	330.32
	Brampton PC	28	723																		183.57
	A Jones	29	724																		82.60
14.3.18	A Riddell	30	725	330.32																	10.00
	Carlisle City Council	31	726																		330.32
	Brampton PC				273.68																58.80
																					273.68

18 141104/2018



# FARLAM PARISH COUNCIL

## SIGNIFICANT VARIATIONS FOR THE YEAR ENDED 31st MARCH, 2018

### BOX 2 - PRECEPT

2017	2018	Difference
3221	3712	491

Precept increased by 10%

### BOX 3 - TOTAL OTHER RECEIPTS

2017	2018	Difference
8653	2392	-6,261

	2017	2018	Difference
CTRS Grant	293	153	(140)
Vat	1,355	423	(932)
Insurance	948	887	(61)
CPCA Grant	991	0	(991)
Farlam Parish Trust grant	0	779	779
Carlisle City Council grant	100	150	50
CALC grant	770	0	(770)
Funding rec'd from Village Hall	4,196	0	(4,196)
	<u>8,653</u>	<u>2,392</u>	<u>(6,261)</u>

#### Being....

CTRS Grant introduced y/e 2014 - amount depends on calculation by district Council  
 Vat received post year end for 15/16 & 16/17 claim received within year end 2017 : 2018 vat received includes invoices from Feb 2017  
 Decrease in insurance received towards Village Hall  
 Last year grant claimed for cooker & accessories  
 Per request this year for play area repairs  
 2017 - Grant received towards hedge cutting at play area : 2018 - grant towards flower tubs  
 Grant received from CPCA towards computer etc for transparency fund compliance  
 Funding received from village hall towards refurbishment work last year

### BOX 4 - STAFF COSTS

2017	2018	Difference
2395	2644	249

#### Being....

Clerk's hours increased to 4 hours per week from 2 last year. Difference is down to PAYE payments at start of each year

### BOX 6 - TOTAL OTHER COSTS

2017	2018	Difference
10158	4059	(6,099)
		<u>Difference</u>
Grants	0	0
Grass cutting	710	918
Insurance	1,456	1,392
Subscriptions	195	198
Hall hire	96	0
Audit Fees	50	150
Admin Costs	333	274
Playarea	215	822
Members	0	35
Vat	1,182	191
Village hall repairs	5,297	0
Misc	163	45
Assets	427	0
Sec 137	0	0
Website	33	33
Rounding	1	1
	<u>10,158</u>	<u>4,059</u>
		<u>(6,099)</u>

#### Being....

No requests received  
 Fewer cuts last year due to weather  
 Decrease in cost this year - cost for hall is reimbursed, see above  
 Slight increase  
 Not billed this year  
 No BDO fee 16/17 - £100 BDO fee 17/18  
 Per stationery/copier use  
 2017 includes annual inspection fee & hedge cutting / 2018 includes £763 for repairs & signage  
 One member attended training this year  
 Per invoices  
 purchase of new cooker & accessories last year  
 2017 £53 for plants/compost, £100 for noticeboard repairs & £10 towards electric for xmas tree - 2018 £10 towards electric for xmas tree & £35 for plants  
 Last year computer purchased to comply with transparency code  
 No variance - no section 137 purchases  
 Annual domain costs - no variance  
 No variance - rounding

**FARLAM PARISH COUNCIL**

**SCHEDULE OF ASSETS**

Ref. No	Description ASSETS	Identification	Date Acquired	Value	Custodian	Disposal/Discharge
1	Piece of land situate at the junction of the A69 road and Crossgates Road, Halbankgate forming part of O.S. Field Number 158 (1900/1901 Edition): Bus shelter and carpark	Deed held at Cartmell Shepherd Solicitors Gill Place, Brampton. CA8 1SQ	13/03/1980	1,000	Farlam Parish Council	
2	War Memorial Farlam Church	Situated in Farlam Church Yard	Unknown	100.00	Farlam Parish Council	
3	Play area equipment	Situated on leased land on Crossgates rd.	14/04/2008	20000.00	Farlam Parish Council	
4	Lawn mower	Orange	06/05/2009	97.09	Cllr. A Shaw on behalf of Farlam Parish Council	
5	Lawn mower	Lawnflite	26/05/2011	249.16	Cllr. A Shaw on behalf of Farlam Parish Council	
6	Bus Shelter	Situated on land owned by Parish Council described in item 2 above.	12/08/2009	9545.00	Cllr. A Shaw on behalf of Farlam Parish Council	
7	Notice Board at Tindale	Oak with carving	10/05/2010	300.00	Farlam Parish Council	
8	Photocopier	HP Colour Laser Jet CM2320Fxi	09/07/2010	605.35	Cllr. S. Bowles on behalf of Farlam Parish Council	
9	Notice Board	Lynester, single door red glaze	09/01/2014	461.30	Farlam Parish Council	
10	Laptop/printer	HP 250 G4 & Epson XP-432	13/05/2016	427.49	Cllr. R. Hinton on behalf of Farlam Parish Council	
			TOTAL	32,785.39		

**Please note - Lacy Thompson Memorial Hall was removed from the asset list as the parish council is only a 'custodian trustee'**

**CONFIRMATION OF THE DATES OF THE PERIOD FOR THE  
EXERCISE OF PUBLIC RIGHTS**

Name of smaller authority: FARLAM PARISH COUNCIL

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

**On behalf of the smaller authority, I confirm that the dates set for the period for the  
exercise of public rights are as follows:**

Commencing on Monday 4<sup>th</sup> June 2018

and ending on Friday 13<sup>th</sup> July 2018

Signed:                     Middell                    

Role:                     clerk / RFO