

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

COUNCIL MEETING 5th June 2018

Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2018

The AGAR part 3 for the year ended 31st March 2018 has been prepared in accordance with the statutory requirements. As amended this year there is a requirement for the RFO to set the dates when the accounts will be open for inspection and this will be from the 7th June 2018 to the 20th July 2018.

I have attached the following documents:

1. Annual Return Section 1 Annual governance statement 2017/18:
Councillors should consider items 1-9 prior to approving that the Parish Chairman and Parish Clerk sign the declaration.
2. Annual Return Section 2 Accounting statements 2017/18: for approval and signature by the Parish Chairman.
3. Statement of Income and expenditure for the financial year 2017-2018 on which the Annual Return is based.
4. Year end bank reconciliation for the financial year 2017-2018.

The Parish Clerk meet the internal auditor on the 4th June 2018. (Internal auditor's report to be tabled)

11.1 AGAR Section 1: Annual Governance Statement 2017/18

Cambourne Parish Council must consider each of the following statements individually.

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
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.
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.

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.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from 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.
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.

Recommendation;

That Cambourne Parish Council authorise the Parish Chairman and Parish Clerk to sign Section 1 of the Annual Return: Annual governance statement 2017/18,

11.2 AGAR Section 2: Accounting statements 2017/18

Recommendations;

That Cambourne Parish Council approve and authorise the Parish Chairman to sign Section 2 of the Annual Return: Accounting statements 2017/18.

11.3 AGAR: Section 3 of the 2016/17 Annual Return External Auditor report.

The External Auditor raised issue with the date of adopting the annual return and the time for advertising the exercise of public rights did not include the first 10 working days of July. This has been addressed by ensuring the AGAR is approved by the required date and the Notice of Public Rights notice will be displayed within the correct time period

Recommendations;

That Cambourne Parish Council confirm the actions taken.

**CAMBOURNE PARISH COUNCIL
BANK RECONCILIATION AT 3rd April 2018**

Prepared by John Vickery Parish Clerk and RFO

06/04/2018

Total Receipts of the Council up to 29th March 2018		1,308,593.72
Total Receipts of the CPEF up to 29th March 2018		1,199,219.99
Total Payments by the Council up to 29th March 2018		1,004,232.03
Total Payments by the CPEF up to 29th March 2018		852,014.07
Balance	A	651,567.61

Barclays Bank PLC		
Account No 93936082		
Statement from Bank dated 3rd April 2018		1,000.00
Account No 90496049		
Statement from Bank dated 3rd April 2018	£	282,474.77
Account No 23365964 CPEF		
Statement from Bank dated 3rd April 2018	£	347,205.92
Total		630,680.69

Unpresented cheques at 29th March 2018

Barclays
PAYE 5,450.39

Unrecorded income at 29th March 2018	TOTAL	£	5,450.39
	TOTAL		26,337.31
Balance	B	£	651,567.61

Check	A-B		-0.00
Petty Cash	Total		102.20
Balance including Petty Cash	Total		651,669.81

Signed
Chairman Clerk Date

Independent Councillor Check Date