

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

HOUGH ON THE HILL 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:

18/15/2017

and recorded as minute reference:

15/17/a

Signed by Chair at meeting where approval is given:

RA [Signature]

Clerk:

Frances

\*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:

HOUGH ON THE HILL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	5081	18116	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	5397	5637	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	13058	4699	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	2115	2190	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 smaller authority's borrowings (if any).
6. (-) All other payments	3305	20724	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	18116	5538	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	18116	5538 <del>18116</del>	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	NIL	25675 <del>12928</del>	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	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 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:

*Frances*

Date

18/15/2017

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

18/15/2017

and recorded as minute reference:

15/17/6

Signed by Chair at meeting where approval is given:

*RAV*

Hough on the Hill Summary Bank Reconciliation 31.3.17

B/fwd 1.4.16

Current account 14,460.23

Deposit account 3,655.96 18,116.19

Add total receipts 10,335.84

28,452.03

Less total payments: 22,914.28

5,537.75

Represented by :

Deposit account 4,058.77

Current account 1,493.98

5,552.75

Less unpresented cheque 339 15.00

5,537.75

**Identifying which variances require explanation**

Positive and negative variances must be explained

Authority name and reference					
Box on Section 2 Accounting Statements	(a) 2016 £	(b) 2017 £	(c) Variance Increase(+) or decrease(-) (b - a) £	(d) Variance divided by 2016 figure times 100 (c / a * 100) %	Explanation required? Less than £250 and 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	5397	5637	240	4.45%	NO
Box 3 -Total other receipts	13058	4699	8359-	64%	YES
Box 4 -Staff costs	2115	2190	75	3.5%	NO
Box 5 -Loan interest/ capital repayments					
Box 6 -All other payments	3305	20724	17419	527%	YES
Box 9 -Total fixed assets plus long-term investments and assets	N/L	25675 <del>12922</del>	25675 <del>12922</del>	100000%	YES
Box 10 - Total borrowings					





## Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	HOUGH ON THE HILL PARISH COUNCIL	
BOX NO	3	£
(b) Figure in 2017 column		4699
(a) Figure in 2016 column		13058
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		8359 -

Reasons (as many as are applicable)	Amount £
Reason 1 No grants received this year	10903 -
Reason 2 VAT reclaimed this year (in June)	2584 +
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	8319 -
(f) Unexplained amount £ of total variance at (d - e)	40
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	0.3%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES



## Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	HOUGH ON THE HILL PARISH COUNCIL	
BOX NO	6	£
(b) Figure in 2017 column		20724
(a) Figure in 2016 column		3305
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		17419

Reasons (as many as are applicable)	Amount £
Reason 1 Purchase of play equipment	15507
Reason 2 Printing of newsletters	282
Reason 3 New noticeboards	1575
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	17364
(f) Unexplained amount £ of total variance at (d - e)	55
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	1.67%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES

**Schedules for submission to external auditor**
**Schedule C2**
**Suggested layout for explanations of individual variances**

One sheet to be prepared for each variance that requires explanation.

<b>Authority name and reference</b>	HOUGHTON THE HILL PARISH COUNCIL	
<b>BOX NO</b>	9	£
(b) Figure in 2017 column	25675	
(a) Figure in 2016 column	NIL	
<b>(d) Total variance: 2017 figure less 2016 figure: (b - a)</b> A positive figure is an increase (+) a negative figure is a decrease (-)	25675	

<b>Reasons (as many as are applicable)</b>	<b>Amount £</b>
Reason 1 No asset register was provided last year but one has now been prepared (attached).	25675
Reason 2	
Reason 3	
<b>(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)</b>	25675
<b>(f) Unexplained amount £ of total variance at (d - e)</b>	NIL
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	—
<b>Confirm unexplained amount is less than 15% of 2016 figure</b> YES – satisfactorily explained NO – provide further explanations	YES



**HOUGH ON THE HILL PARISH COUNCIL ASSET REGISTER AS AT APRIL 2016**

Item	Location	£ Cost	£ Insurance Value
Village Green	Gelston	0	0
The Pinfold (stone wall surrounding)	Gelston	0	0
Pinfold wooden bench (6ft) and plaque	Gelston	0 (mf)	£420.00
Stone seat with wooden slat top (4ft 6in x 1ft 8in)	Gelston (phone box)	0 (mf)	£210.00
Notice board (3ft x 2ft)	Gelston	£130.00*	£263.00
Village seat (silver jubilee memorial plaque) concrete sides, timber slatted back and seat	Gelston (Holly Cottage)	£400.00*	£420.00
Pinfold commemorative plaque	Gelston (Pinfold)	£200.00*	£210.00
Phone box and defibrillator	Gelston	£1000	£1000
Millennium monument (Rutland stone) and village names plaque (brass)	Brandon Church	0	£315.00
Social Club land	Brandon	0	0
Notice board (3ft x 2ft)	Brandon	£130.00*	£263.00
Village seat (silver jubilee) concrete sides, thick timber seat and back (6ft 6in)	Brandon Church	£400.00*	£420.00
Phone box and defibrillator	Brandon	£1000	£1000
Playing field	Hough on the Hill	0	0
Notice board (3ft x 2ft)	Hough on the Hill	£130.00*	£263.00
Wooden field gate (9ft x 5ft) and pedestrian gate (4ft x 3ft) off 8 x 8 posts	Hough on the Hill	0 (pf)	£420.00
Playing field equipment including covered wooden seating area (see overleaf)	Hough on the Hill	0 (mf/pf)	£19,471.00
Phone box and defibrillator	Hough on the Hill	£1,000	£1,000
Brief case, fireproof filing box, filing cabinet	Clerk's House	n/k	0
<b>TOTAL</b>			<b>25,675</b>

**Notes:**

- (1) Insurance value is for replacing items and includes built in labour costs.
- (2) Items marked \* are deemed to be of no value except for replacement.
- (3) (mf) = millennium fund purchase & (pf) = playing fields committee purchase. Original costs not borne by Parish Council.
- (4) Land values are zero as Parish Council is only custodian of Hough on the Hill playing fields and Brandon Social Club land. The Council are simply "overseers" of the Pinfold and Gelston Village Green.



HOUGH ON THE HILL PARISH COUNCIL

DECLARATION OF STATUS OF PUBLISHED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

The Accounts and Audit Regulations 2015 (SI 2015 No.234)

1. The statement of accounts for HOUGH ON THE HILL PARISH COUNCIL \*  
published today is unaudited and may be subject to change.

\* insert name of Smaller Authority

2. Signed by:

Signature: Frances

Date: 3.6.17. 2017

RESPONSIBLE FINANCIAL OFFICER