

Smaller authority name: Marton Parish Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

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

NOTICE

NOTES

1. Date of announcement 8th June 2018 (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 prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.

Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it 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 2018, these documents will be available on reasonable notice by application to:

(b) Selina Turner - Clerk - 9 Drummond Road, Rugby, CV22 7TN.
01788 310113

(b) Insert name, position and address/telephone number/ email address, as appropriate of the Clerk or other person to whom any person may apply to inspect the accounts

commencing on (c) Monday 11 June 2018

(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 19 July 2018

(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.

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 only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
1 Westferry Circus
Canary Wharf
London E14 4HD
(sba@pkf-littlejohn.com)

5. This announcement is made by (e) Selina Turner – Clerk to Marton Arish Council

(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

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.

MARTON PARISH COUNCIL - WARWICKSHIRE

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: £11,168.97.

annual gross expenditure for the authority 2017/18: £9,810.98

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 6 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.

you are able to confirm that the above statements apply and that the authority neither received gross income, or 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.

Agreed by the Responsible Financial Officer

Signature

Date 8/5/18

Agreed by Chairman

Signature

Date 8/5/18

Email

clerk@martonvillage.com

Telephone number 01788 310113

Published web address (to be added to accounts)

www.martonvillage.com

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

MARTON PARISH COUNCIL - WARWICKSHIRE

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.

Appropriate accounting records have been properly kept throughout the financial year.	✓
This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓
This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓
The receipt of rates requirement resulted from an accurate budgetary process; progress against the budget was regularly monitored and reserves were appropriate.	✓
Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓
Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓
Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓
Asset and investments registers were complete and accurate and properly maintained.	✓
Periodic and year-end bank account reconciliations were properly carried out.	✓
Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure) agree to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓

(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 (if any other risk areas on separate sheets if needed).

Date of internal audit undertaken: **28/05/18**
 Name of person who carried out the internal audit: **MICHAEL WATKIN JEFFS**
 Signature of person who carried out the internal audit: *[Signature]*
 Date: **28/05/18**

If the response is 'no' please state the implications and actions being taken to address any weaknesses in control identified (see 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 (see separate sheets if needed).

acknowledge as the members of:

WILTON PARISH COUNCIL - WARWICKSHIRE

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:

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.



we have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.



We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

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 continue to discharge or manage its finances.



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 continue to discharge or manage its finances.

We provided a proper opportunity during the year for the exercise of checks of rights in accordance with the requirements of the Accounts and Audit Regulations.



We provided a proper opportunity during the year for the exercise of checks of rights in accordance with the requirements of the Accounts and Audit Regulations.

We carried out an assessment of the risks facing the authority and took appropriate steps to manage those risks, including the adoption of internal controls and external insurance cover where required.



We carried out an assessment of the risks facing the authority and took appropriate steps to manage those risks, including the adoption of internal controls and external insurance cover where required.

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.



We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

We took appropriate action on all matters raised in reports from internal and external audit.



We took appropriate action on all matters raised in reports from internal and external audit.

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a material impact on this authority and, where appropriate, have reflected them in the accounting statements.



We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a material impact on this authority and, where appropriate, have reflected them in the accounting statements.

Our local authority only Trusts (including charitable) in the capacity as the sole manager trustee or discharging an accountability responsibility for the funds/trusts, including financial reporting and if required independent external audit.



Our local authority only Trusts (including charitable) in the capacity as the sole manager trustee or discharging an accountability responsibility for the funds/trusts, including financial reporting and if required independent external audit.

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

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

8th May 2018

Chairman

dated 8/5/18

Clerk

MARLBOROUGH PARISH COUNCIL - WARD COUNCILS 2018

Balances brought forward	11,196	11,484	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
(-) Precept or Rates and Levies	9,187	9,354	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
(-) Total other receipts	1,783	1,815	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
(-) Staff costs	1,807	1,838	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.
(-) 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).
(-) All other payments	8,875	7,973	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
(+) Balances carried forward	11,484	12,842	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
Total value of cash and short term investments	11,484	12,842	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.
Total fixed assets plus long term investments and assets	190,004	190,289	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.
Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PALB).
(For Local Councils Only) Disclosure note re Trust funds (including charitable)			The Council acts as sole trustee for and is responsible for managing Trust funds or assets.



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 property present receipts and payments as the case may be.

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

8/5/2018

Signed by Responsible Financial Officer

and recorded as minute reference.

8th May 2018

ST

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

8/5/2018

M. Carr

Date