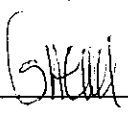


Local council name: SHENSTONE PARISH COUNCIL**Notice of appointment of date for the exercise of public rights****Accounts for the year ended 31<sup>st</sup> March 2020**

The Local Audit and Accountability Act 2014, and  
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: <u>29th JULY 2020</u> (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2020 these documents will be available on reasonable notice on application to:</p> <p>(b) <u>SHIRLEY O'MAHA</u>  <u>SHENSTONE PARISH COUNCIL, 25C MAIN</u>  <u>ST, SHENSTONE. TEL: 01543 481947</u>  <u>admin@shenstone-staffs.gov.uk</u></p> <p>commencing on (c) <u>29.7.2020</u></p> <p>and ending on (d) <u>9.9.2020</u></p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> <li>• the opportunity to question the auditor about the accounts; and</li> <li>• the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Council (f).</li> </ul> <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The audit is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your audit is being carried out by:</p> <p>Mazars LLP, Salvus House, Aykley Heads, Durham, DH1 5TS</p> <p>5. This announcement is made by (e) <u></u></p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And (d) The inspection period must be 30 working days in total and commence no later than 1 September 2020.</p> <p>(e) Insert name and position of person placing the notice</p>
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# Annual Internal Audit Report 2019/20

## SHENSTONE 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 KEPT ✓	
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 <del>income and expenditure</del> ), 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.	✓		
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Name of person who carried out the internal audit

30/07/2019

21/10/2019

03/02/2020

Alan Toplis - Toplis Associates Ltd

Signature of person who carried out the internal audit

*Alan Toplis*

Date

24/06/2020

\*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).



## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

### SHENSTONE 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' 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.	✓		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.
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
			✓

\*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:

14/07/2020

and recorded as minute reference:

29.11

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

Chairman

Clerk

*[Signature]*  
*[Signature]*

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

www.shenstone-staffs.gov.uk

## Section 2 – Accounting Statements 2019/20 for

### SHENSTONE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	160,301	221,388	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	175,000	182,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	74,711	17,140	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	31,916	42,304	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	156,708	136,954	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	221,388	241,260	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	221,388	241,260	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	97,558	100,082	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	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

Date

14. 07. 20

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

14. 07. 20

as recorded in minute reference:

29(III)

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



31 March 2020

	Name	Role	Date
Prepared by	Shirley O'Mara	Clerk/RFO	09/06/2020
Approved by			

31 March 2020

Account name	Balance
Nat West Current Account	£905.00
Nat West Reserve	£53,291.17
Unity Bank Account	£25,336.64
Nat West Liquidity Account ( Earmarked funds)	£161,727.06
	£241,259.87

Date	Cheque number	Comment	Value
Total			£0.00

Date	Amount Received	Comment	Value
			£0.00
Total			£0.00

**£241,259.87**

<b>CASH BOOK (receipts and payments/incomes &amp; expenditure schedules)</b>	
Opening Balance	£221,389.55
Add: Receipts in the year	£199,140.00
Less: Payments in the year	£179,268.68
<b>CLOSING BALANCE PER CASH BOOK (Must Equal Total net bank Balances)</b>	<b>£241,259.87</b>



# Explanation of significant variances in the accounting statements - Section 2

Parish Council name: SHENSTONE PARISH COUNCIL

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. **We also ask you to explain any change where there is a movement to or from zero.** Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	2018/19 £	2019/20 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £10))
Box 2 Precept	175,000	182,000	+ 7,000	£7K increase in staff costs with Lengthomen appointed to complete duties of grounds maintenance.
Box 3 Other income	74,711	17,140	- 57,567	no land sale as 2018/19 - £31,840. Cemetery income lower - £2968 as opposed to £6521. Full details of income attached
Box 4 Staff costs	31,916	42,309	+ 10,393	£5354 full year Lengthoman salary (only half year in 2018/19). £4618 salary to Asst Lengthoman - new role. £421 clerk salary increase.
Box 5 Loan interest/ capital	0	0	0	
Box 6 Other payments	156,708	136,959	- 19,749	£14,493 Community Grant Funding not paid due to COVID 19 & closure of facilities/groups. £5256 of expected professional fees not paid due to delay in billing caused by COVID 19.
Box 7 Balances carried forward	221,388	241,260	+ 19,872	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown.  See attached sheet
Box 9 Fixed assets & long term assets	97,558	100,082	+ 2524	Explain all movements in this category and not just those above 15%  See attached sheet
Box 10 Total borrowing				

Box 7

Earmarked funds 2019-20

£161,727.00 in Nat West Liquidity Account carried forward as earmarked funds for Renovation or rebuild of Stonnall Youth & Community Centre  
Also revision of 3 x Neighbourhood Plans.

£53,291.17 in Nat West Business Reserve to cover costs of South Staffs Legal Service complaint investigation & setting up of management agreements for all Council owned property assets.

Also includes £14,493.00 as Box 6 of unpaid Community Grants . Delayed payments

**Earmarked funds confirmed & approved at each Council meeting & minuted.**

Box 9

2019/20

02/04/2019	3 x safety signs	£79.80
15/05/2019	2 Stonnall Village signs	£847.20
30/07/2019	BT Telephone	£59.99
30/07/2019	Air conditioning fan	£19.99
26/09/2019	Bus Shelter plastic for refurb	£987.98
15/10/2019	20 x dog poo signs	£189.00
11/11/2019	Tub thumper	£63.85
04/12/2019	Traffic cones x 12	£46.99
08/12/2019	Christmas tree lights	£23.38
28/02/2020	22 x dog poo signs	£206.40
		£2,524.58

Local Council name: SHENSTONE PARISH COUNCIL**Confirmation of contact details**

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

Clerk's name: SHIRLEY O'MARA	RFO's name (if not clerk)	Chair's name DAVID SALTER
Clerk contact address: 25C MAIN ST SHENSTONE WS14 6LZ	RFO contact address:	Chair contact address: 251 BIRMINGHAM RD SHENSTONE WOOD END WS14 6PD
Telephone: Primary contact number: 01543 481 947	Telephone: Primary contact number:	Telephone: Primary contact number: 07956 142215
Mobile/Alternative number: 07775 424259	Mobile/Alternative number:	Mobile/Alternative number: ✓
Clerk e-mail: ad.mn@shenstone-stays.gov.uk	RFO e-mail:	Chair e-mail: david.salter@luchfield.gov.uk

**Please return this form together with the  
Annual Governance & Accountability Return and other information requested.**