

Annual Governance and Accountability Return 2018/19 Part 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must** following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both); and
 - b) The **Annual Governance and Accountability Return (Part 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** to be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** to be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** to be completed and approved by the authority.

NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on a website **before 1 July 2019**.

Publication Requirements

Smaller authorities **must** publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2018/19**, page 4
- **Section 1 – Annual Governance Statement 2018/19**, page 5
- **Section 2 – Accounting Statements 2018/19**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should **not certify itself as exempt, and not complete the** Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2018/19 and return it to the external auditor for review together with the supporting documentation requested by the external auditor.

The cost to the smaller authority for the review will be **£200 +VAT**.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2018/19, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2019. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The authority **must** comply with Proper Practices in completing Sections 1 and 2 of this Annual Governance and Accountability Return and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- **You should inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- It is recommended that the authority has numerical and narrative explanations for significant variances in the accounting statements on **page 6**, should a question be raised by a member of the public. There is guidance provided in the *Practitioners' Guide** that may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation available should a question be raised by a local elector and/or an interested party?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Is an explanation of significant variations from last year to this year available, should a question be raised by a local elector and/or an interested party?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2018/19 Part 2

To be completed 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 2019, 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 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

Harberton Parish Council

certifies that during the financial year 2018/19, 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 2018/19: £23,410

Annual gross expenditure for the authority 2018/19: £20,926

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:

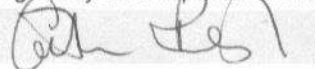
- The authority has been in existence since before 1st April 2015
- In relation to the preceding financial year (2017/18), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, 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 a copy submitted to the external auditor **either** by email **or** by post (not both).

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 1 July 2019. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

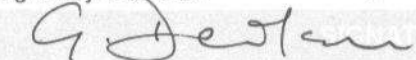


SIGNATURE REQUIRED

11/06/2019

Signed by Chairman

Date



SIGNATURE REQUIRED

11/06/2019

Email

Telephone number

clerk@harbertonparishcouncil.org

0845 557 8469

*Published web address

www.harbertonparishcouncil.org

WEBSITE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor.

Annual Internal Audit Report 2018/19

Harberton 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 2019.

The internal audit for 2018/19 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.			✓
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. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) 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

30/05/2018

DD/MM/YY

DD/MM/YY

Name of person who carried out the internal audit

Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

02/06/2019

*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 2018/19

We acknowledge as the members of:

Harberton 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 2019, 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			✓

*For any statement to which the response is 'no', an explanation should be published

This Annual Governance Statement was approved at a meeting of the authority on:

11/06/2019

and recorded as minute reference:

13.2

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

Chairman

Clerk

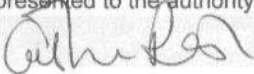
G. J. Jester
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Harberton Parish Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	42,189	36,189	<i>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.</i>
2. (+) Precept or Rates and Levies	10,528	10,535	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	12,764	12,875	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	4,535	5,129	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	24,756	15,797	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	36,189	38,673	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	36,189	38,673	<i>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.</i>
9. Total fixed assets plus long term investments and assets	83,069	83,044	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2019 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

10/06/2019

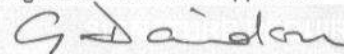
I confirm that these Accounting Statements were approved by this authority on this date:

11/06/2019

as recorded in minute reference:

13.3

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



Harberton Parish Council Internal Audit Report 2019



2 June 2019 at 11:43:

(to be read in conjunction with the attached Internal Audit Observations)

	Internal Control Objective	Observation	Internal Audit Response
A	<i>Appropriate accounting records have been kept properly throughout the year.</i>	<i>The Council maintains its accounts using an excel spreadsheet . The method of record keeping is appropriate for a council of this size. The accounting records reviewed were well maintained.</i>	Yes
B	<i>This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	<i>The Council maintains a formal set of Financial Regulations which were reviewed and approved at a meeting held on 8 May 2018. A sample of bank transactions was checked and verified to source documents.</i>	Yes
C	<i>This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	<i>The Council undertook a review of Risk at a meeting held on 8 May 2018.</i>	Yes
D	<i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	<i>The Council approved the budget for the year at a meeting held on 9 January 2019. Regular budget reports have been submitted to the Finance Committee</i>	Yes
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	<i>The Council receives little income other than in the form of precept and grants. The Council has in place arrangements for the effective monitoring of amounts due. Income has been correctly treated for VAT purposes , a claim for VAT reimbursement was made during the year.</i>	Yes

F	<i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	<i>The Council does not maintain a petty cash</i>	N/A
G	<i>Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.</i>	<i>The Council operates a PAYE scheme. Payroll is processed using HMRC Tools . Deductions have been properly paid over to HMRC. The Council should refer to the attached Internal Audit Observations.</i>	Yes
H	<i>Asset and investments registers were complete and accurate and properly maintained.</i>	<i>The Council maintains a register of assets which has been subject to review by Council. The Council has updated the the asset register with Assets purchased / disposed of during the year.</i>	Yes
I	<i>Periodic and year-end bank account reconciliations were properly carried out.</i>	<i>Bank reconciliations have been carried out regularly and in a timely fashion and have been subject to independent review. Year end bank reconciliation could not be agreed to supporting bank statements as the statement for the Barclays account only covered the period to 15th February 2019. The Council should refer to the attached Internal Audit Observations.</i>	Yes
J	<i>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.</i>	<i>The Council reports on a Receipts and Payments basis, consequently at year end there were no debtors or creditors recorded.</i>	Yes
K	<i>IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt.</i>	<i>The Council did not certify itself as exempt</i>	N/A
L	<i>During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.</i>	<i>Not applicable for 2019 audit</i>	N/A

M	<i>Trust funds (including charitable) – The council met its responsibilities as a trustee.</i>	<i>The Council does not act as Trustee</i>	N/A
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Kevin Rose ACMA
IAC Audit & Consultancy Ltd
Sunday, June 02, 2019

Harberton Parish Council - Internal Audit Report 2018-19



Audit Observations

Audit date	Priority	Observation	Recommendation	Status	Comments
02-Jun-19	H	The Barclay bank statement provided to support the March 2019 year end bank reconciliation includes transactions up to 15th February.	Council to note that Barclays bank statement provided was dated prior to the year end. Year end bank statement to be provided to the auditor	Pending	Bank statement supplied on observation.
	M	It was noted that the Clerks Contract of Employment states 6 hours per week. It appears that this has increased during the year.	Council to provide confirmation of Clerks hours per week.	Pending	<p>See item 7 of minutes of HPC ordinary meeting of 9th December 2014 in which the Clerk is given an addition of 4 hours per month to support the Neighbourhood Plan. These hours have been noted as authorised 'payments' on all monthly minutes as separate to basic parish council hours, noted on the clerk's payslips and noted in a separate line item on Parish Council accounts/budgets since.</p> <p>https://www.harbertonparishcouncil.org/wp-content/uploads/2019/06/HPC-Ordinary-Meeting-minutes-AS-SIGNED-091214.pdf</p> <p>See item 10 of HPC meeting minutes of 14th March 2017 that records the resolution to increase basic clerk hours from 6 to 8 per week from 1st April 2018, and to pay overtime.</p> <p>http://www.harbertonparishcouncil.org/wp-content/uploads/2017/04/20170314-HPC-Ordinary-Meeting-Minutes-AS-SIGNED.pdf</p> <p>See item 7.1.1 of HPC meeting minutes of 11th April 2017 that records resolution amend decision to increase clerks' basic hours from 1st April 2017, not 1st April 2018 as agreed in the previous month.</p> <p>http://www.harbertonparishcouncil.org/wp-content/uploads/2017/05/20170411-HPC-Ordinary-Meeting-Minutes-AS-SIGNED.pdf</p>

- H High Priority:** Potential of legal or regulatory non-compliance or risk of significant financial or reputational impact
- M Medium Priority:** Potential for operational impact, medium risk of financial or reputational impact
- L Low Priority:** Issues that the Council should be aware of, or that have been resolved. No further action required.

Kevin Rose ACMA
Director
IAC Audit & Consultancy Ltd

Explanation of Variances							
Name of smaller authority		Harberton Parish Council					
County area		Devon					
Provision of full explanations, including numerical values for Variances of more than 15% between totals for individual boxes (except variances of less than £200) Breakdown of approved reserves in the total reserves (Box 7) figure is more than twice the annual precept/rates and levies value (Box 2)							
Section 2	2017/18	2018/19	Variance £	Variance	Detailed explanation of variance (with amounts £)		
Box 2 Precept of Rates and Levies	10528.00	10535.00	7.00	0.07			
Box 3 Total other receipts	12763.58	12874.75	111.17	0.87			
Box 4: Staff Costs	4535.48	5128.58	593.10	13.08			
Box 5 Loan interest/capital repayments	0.00	0.00	0.00				
Box 6 all other payments	24755.86	15797.28	-8958.58	-36.19	£	Budget heading	Explanation
					-60.00	Room Hire	Occasions for room hire use were reduced in 2017/18.
					27.94	Subs	Increase in SLCC and DALC fees.
					15.66	Insurance	Increase in annual insurance
					0.00	PCC Grants Harberton	No variance
							The PCC had not drawn down the grant available before the end of the financial year
					-400.00	PCC Grant Harbertonford	
					169.95	Office Expenses	
					-300.00	Professional Fees	2017/19 included solicitors fees that were not required in 2018/19.
					-0.01	Broadband	No significant variance
					-296.00	Grasscutting Harbertonford	2018/19 billed for only 6 cuts to play area compared to 13 in previous
							2017/18 included two payments in the year due to delayed presentation of invoice from the supplier and increase in number of cuts. In 2018/19 only grasscutting for one year was paid.
					-684.00	Grasscutting Harberton	
						Harberton Playground	
					554.40	Expenditure	One off purchase of replacement swings.
					168.00	Playground Inspections	Inspection costs increased.
					0.00	Harbertonford Playground Lease	No variance
					0.00	Allotment	No variance
					-17.50	Neighbourhood Plan	Additional room hire costs.
					-6254.46	Grant funded projects	2017/18 included payment for Devon Air Ambulance project
					-71.08	Contingency	
							Reduction in grants paid in financial year. See Parish Council website for list of grants paid.
					-4745.50	Community Benefit Fund	
						Totnes Rural Area Youth Engagement Project (TRAYE)	New project for 2018/19 to support youth engagement
					1000.00	Office Equipment	Purchase of a new computer
					572.38		
					0.00	Mower contingency repairs	No variance
44.51	Training reserves	Increase in attendance to training.					
	Harbertonford Playground						
698.40		Costs associated to repair of climbing frame - wear and tear.					
		2017/18 included a Parish Council contribution to defibrillator project in match to Community Benefit Fund grant, not required in 2018/19.					
-469.93	Parish Defibrillators						
0.00	Elections	No variance					
2851.74	Bus Shelters	Completion of 2018/19 project to build a new bus shelter					
982.00	Car Park repairs	Completion of 2018/19 project to resurface car park.					
-2750.00	Harbertonford School Security Fencing Project	One off project for 2017/18 not repeated in this financial year					
Box 9: Total fixed assets and Long term investment assets	83068.62	83044.39	-24.23	-0.03			
Box 10: Total Borrowings	0.00	0.00	0.00				
Explanation for high reserves	Box 7 is more than twice Box 2 because the authority held the following reserves at the year end:						
	200	Mower contingency repairs					
	222	Training reserves					
	33.69	Harbertonford Playground					
	751.29	Parish Defibrillators					
	3000	Elections					
	1148.26	Bus Shelters					
	518	Car Park repairs					
	28913.27	Community Benefit Fund					
	Total reserves	34786.51					

Section 5

Bank Reconciliation Year end 31st March 2018

A Bank Balance on the bank statement at 28th March 2018 (taken from bank statement)

Lloyds current account	£	9,520.08
Barclays Community Benefit Fund account	£	29,153.27
Total Bank Balance	£	38,673.35

B Less unpresented cheques

Chq number Detail Amount

Total £0.00

C Plus uncleared payments into bank

0

Total £0.00

D Plus any petty cash balance held at 31st March 2018

Ref Amount

Total £ -

BALANCE 38,673.35 #REF! #REF!

E Allocation of closing balance (Reserves)

Opening balance: £ 36,189.46

Add: Receipts in the year £ 23,409.75

Less: Payments in the year £ 20,925.86

Closing balance per cash

book at 31st March 2018 £ - £ 38,673.35

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