

# Annual Internal Audit Report 2019/20

OLD STRATFORD TOWN 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

21/1/2019

13/7/2020

Name of person who carried out the internal audit

DIANNE ISAACS INTERNAL AUDITOR  
N.C.A.L.C.

Signature of person who carried out the internal audit



Date

13/07/2020

\*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:

*OLD STRATFORD*

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 has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*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:

*MIN 6.*

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

Chairman

*A. L. Paterson*

Clerk

*[Signature]*

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**

Authority web address

*WWW.OLDSTRATFORD.ORG.UK*

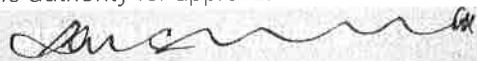
Section 2 – Accounting Statements 2019/20 for

OLD STRATFORD

	Year ending		Notes and guidance <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	158804	157635	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	50000	52800	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	15471	35867	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	11700	11940	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	54940	79883	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	157635	154479	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	157635	154479	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	289678	295704	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	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, 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 30/6/20

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

14/07/20

as recorded in minute reference:

MN 6

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

A.L. Palmer

## Section 3 – External Auditor Report and Certificate 2019/20

In respect of

UD STRATFORD

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2019/20

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2019/20

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Old Stratford Parish Council

10 Deanshanger Road  
Old Stratford  
MK19 6AW

PKF Littlejohn LLP

20<sup>th</sup> July 2020

## Please find Outstanding Review Points For Year Ending 31<sup>st</sup> March 2020

As at 31<sup>st</sup> March 2020

### Bank Reconciliation

Nationwide BS (Clerks Pension)	£4,841.99
Fixed Term Investment a/c	£100,000.00
Treasurers a/c	£325.43
Business Reserve a/c	£49,331.04
Uncashed cheque	£19.96
<b>Total</b>	<b>£154,478.50</b>

### Earmarked Reserves

Project & Emergency Fund	£15,122.00
Old Stratford in Bloom	£2543.00
Allotments Fund	£2,500.00
St Guthlac's (Maintenance Fund)	£1,500.00
Memorial Hall Fund	£11,136.00
Equipment Fund	£649.00
Street Lighting Fund	£11,063.00
<b>Total</b>	<b>£44,513.00</b>

Please find attached Annual Return Variances as follows

**Box 3.** 23% increase in income over the previous year included grants, Cil payment and Old Stratford in Bloom donations

NHB grant (Defibrillators) £1,998 / Cil £5241 & OSIB £2,085 = £9,324 ,

**Box 6.** 44.35% increase in total payments due to additional projects

New Memorial Hall floor £9,866 /SIDs £5,539 + Fitting cost (NCC PPI) speed devices £6,814 / Old Stratford in Bloom material costs (including planters) £1,908 & Xmas Lights £816 = £24,943

Note: Projects not grant aided were financed from Earmarked Reservice

Regards



Derek M Everett PSLCC  
Clerk  
Old Stratford Parish Council  
[clerk@oldstratford.org.uk](mailto:clerk@oldstratford.org.uk)

# LLOYDS BANK



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MR D M EVERETT  
OLD STRATFORD PARISH COUNCIL  
10 DEANSHANGER ROAD  
OLD STRATFORD  
MILTON KEYNES  
BUCKINGHAMSHIRE  
MK19 6AW



Your account statement  
Statement sheet number: **31**  
Issue date: **24 April 2020**  
Page: **1 of 5**

Write to us at:  
**PO Box 1000**  
**Andover**  
**BX1 1LT**

Call us on: **0345 072 5555** (from UK)  
**+44 1733 347338** (from Overseas)

Visit us online: [www.lloydsbank.com](http://www.lloydsbank.com)

Your branch: **MILTON KEYNES**  
Sort code: **30-15-53**  
Account number: **07912981**  
BIC: **LOYDGB21052**  
IBAN: **GB93 LOYD 3015 5307 9129 81**

**BUS BANK INSTANT**  
OLD STRATFORD PARISH COUNCIL

## Account Summary

Balance On 25 March 2020	£49,331.04
Total Paid In	£2.08
Total Paid Out	£10,000.00
<b>Balance On 24 April 2020</b>	<b>£39,333.12</b>

## Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
<b>25 Mar 20</b>		<b>BALANCE BROUGHT FORWARD</b>			<b>49,331.04</b>
9 Apr 20		INTEREST (GROSS)		2.08	49,333.12
24 Apr 20	Payment	TO 30155307912876	10,000.00		39,333.12
<b>24 Apr 20</b>		<b>BALANCE CARRIED FORWARD</b>			<b>39,333.12</b>

## Transaction Details

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

## Messages

For our data privacy notice, please see: <http://www.lloydsbank.com/business/privacy.asp>



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Page 1 of 1 0008987 / 0038741



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MR D M EVERETT  
 OLD STRATFORD PARISH CNCL  
 10 DEANSHANGER ROAD  
 OLD STRATFORD  
 MILTON KEYNES  
 BUCKINGHAMSHIRE  
 MK19 6AW



Write to us at:

PO Box 1000  
 Andover  
 BX1 1LT

Call us on: 0345 072 5555 (from UK)  
 +44 1733 347338 (from Overseas)

Visit us online: [www.lloydsbank.com](http://www.lloydsbank.com)

Your branch: MILTON KEYNES  
 Sort code: 30-15-53  
 Account number: 02444122  
 BIC: LOYDGB21052  
 IBAN: GB66 LOYD 3015 5302 4441 22

TREASURERS ACCOUNT  
 OLD STRATFORD PARISH COUNCIL

Account Summary

Balance On 25 March 2020	£325.43
Total Paid In	£12,199.98
Total Paid Out	£2,219.92
<b>Balance On 9 April 2020</b>	<b>£10,305.49</b>

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
<b>25 Mar 20</b>		<b>BALANCE BROUGHT FORWARD</b>			<b>325.43</b>
1 Apr 20	Cheque	003358	1,099.99		774.56 OD
1 Apr 20	Deposit	CHQ - 003358		1,099.99	325.43
2 Apr 20	Cheque	003356	19.94		305.49
3 Apr 20	Cheque	003358	1,099.99		794.50 OD
3 Apr 20	Deposit	CHQ - 003358		1,099.99	305.49
9 Apr 20	Deposit	FRM 30155307912875 0981		10,000.00	10,305.49
<b>09 Apr 20</b>		<b>BALANCE CARRIED FORWARD</b>			<b>10,305.49</b>

Transaction Details

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Messages

For our data privacy notice, please see: <http://www.lloydsbank.com/business/privacy.asp>

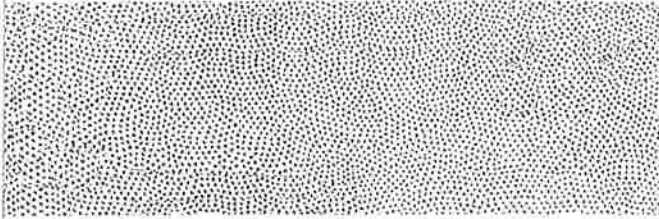
Please quote these details for incoming credits to this account

Sort Code 070093

Bank Account 33333334

Account Number/Reference

1164/708054976



Name(s)

OLD STRATFORD PARISH COUNCIL

BALANCE TRANSFERRED FROM ACCOUNT  
1164/703877079 03FEB16 15:19  
(2089) Gross Treasurers Trust

0

	1164/708054976			4839.55
				*****
31DEC19	GROSS INT	S1164A 035	2.44	
31DEC19	TAX DEDUCT	S1164A 035		0.00 *****
31DEC19	NET INT	S1164A.035	2.44	4841.99





Smaller authority name: \_\_\_\_\_

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

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020**

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27**

**The Accounts and Audit Regulations 2015 (SI 2015/234)**

**The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)**

NOTICE	NOTES
<p>1. Date of announcement <u>10 JUNE 20</u> (a)</p> <p>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 2020, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>DEREK W EVERETT Clerk/RFO</u> <u>10 DEAKSHARIAH ROAD</u> <u>WID STRATFORD</u></p> <p>commencing on (c) <u>Monday 15 June 2020</u></p> <p>and ending on (d) <u>Friday 24 July 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 appointed auditor about the accounting records; and</li><li>• 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.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>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:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (<a href="mailto:sba@pkf-littlejohn.com">sba@pkf-littlejohn.com</a>)</p> <p>5. This announcement is made by (e) _____</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(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</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must start on or before 1 September 2020.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>