

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY
18TH APRIL 2018**

Councillors: D Light (Chairman), P Wooddisse (Vice Chairman), Miss V Webb, I G Sadler, H Williams (ex-officio).

1. APOLOGIES FOR ABSENCE

Councillors Mrs C Allen, JK Hall and BR Edwards sent their apologies for the meeting.

Councillor D H Hadlington was not in attendance.

2. DECLARATIONS OF PECUNIARY INTERESTS

None were declared.

3. MINUTES OF THE MEETING OF 21ST FEBRUARY 2018

The minutes of the meeting held on 21st February were approved and signed as a true record of that meeting.

4. MATTERS ARISING FROM PREVIOUS MINUTES

The old Post Office Clock has been collected and is being repaired and is awaiting being retuned. Cllr P Wooddisse will chase the repair.

The posts and sockets for the Speed activated signs are to be installed this week.

The National Trust will be resubmitting the grant form for consideration at the next meeting.

5. BUDGET COMPARISON AND TO RECEIVE THE ACCOUNTS FROM 1ST APRIL TO 31ST MARCH 2018 AS PREPARED BY THE RFO

The Budget Comparison table and accounts as attached as Appendix 1 to these minutes: the figures were reviewed and noted.

It was **Resolved** to **Recommend** to the Parish Council that the accounts as set as Appendix 1 to these minutes be accepted.

6. TO RECEIVE THE INTERNAL AUDITORS REPORT FOR 2017 / 2018

The internal Auditors report as set out as appendix 2 to these minutes was accepted.

7. BALANCES REMAINING AS AT 31ST MARCH 2018

The budget summary is below:-

Finance and General Purposes Committee Minutes 23/4/18

TOTAL EXPENDITURE	161447.00	153345.03	8101.97	94.98
TOTAL INCOME	161447.00	162580.78	-1133.78	100.70

The bank balances after all of the invoices relating to the financial year 2017/18 are below:-

.BARCLAYS BANK	£8,133.42
.COOPERATIVE BANK C & I	£26.38
Bath Building Society	£36,851.69
Reserves West Bromwich	£22,296.75
Total	£67,308.24

Balance held in the bank for Youth Café £324.01
(this needs to be deducted from Barclays Balance)

It was agreed to **Recommend** to the Parish Council to transfer the underspend on the budget of £9235.75 (the actual bank balance is £8133.42, this figure includes VAT on the bills paid in March hence the approximate difference of 20%) is transferred into the West Bromwich Building Society. On a vote this was carried unanimously.

8. YOUTH CAFÉ FUNDS

Donations have been received for the Youth Café and are currently being held by the Council

Donations received are:
£144 Wombourne Memorials
£200 Kinver Rotary Club
£154 Kinver Big Tree

Paid from these are £144 to KSCA for additional Room Hire
£29.99 for a speaker for the Café

Balance held in the bank £324.01

Also all the cash taken from subs and tuck shop is held by the Clerk.

The above was noted, and members were very concerned that these funds need to be transferred back to the Youth Café Committee. The Clerk advised that she has set up a meeting with Lucy Cox from SCYVS to help the Committee set up a constitution and then move forward to getting their own bank account.

9. FUNDING REQUESTS

The following internal application was received:-

- to request funding for a further 26 weeks of funding the Youth Café at a cost of £30 per session giving a total cost of £780.00.

It was agreed to **Recommend** to the Parish Council that the Youth Café is funded for a further 26 weeks at a cost of £780.00'

- quotes are received from 3 contractors, to tidy and partially landscape the area (to make it minimum maintenance thereafter). The contractor would be responsible for all of the site health and safety issues.

Members had seen correspondence for the County Council relating to this matter, and as this land is owned by the County Council it is their responsibility to clear the corner site. There are several services located on this corner which would cause concerns for any contractor working there, there is also the long term maintenance issues surrounding any works that take place, and any funding would have to be under S137.

It was proposed by Councilor D Light and seconded by Councilor H Williams to Recommend to the Parish Council that as the land on the corner of Church Hill and Cookley Lane is not owned by the Parish Council, the Parish Council should not engage any contractors to improve it, it is the responsibility of the County Council who are the landowners to clear and maintain the site. If a community group or volunteers wish to tidy it they can do so at their own risk. On a vote this was carried with 4 votes for and 1 against.

10. DATE OF NEXT MEETING

Date of the next meeting is Wednesday 23RD May 2018.

11. ITEMS FOR FUTURE MEETINGS

Last date for items to be put on the agenda for the next meeting is 14TH May 2018.

12. RECOMMENDATIONS TO THE PARISH COUNCIL

It was **Resolved** to Recommend to the Parish Council that:-

- the accounts as set as Appendix 1 to these minutes be accepted.
- to accept the Internal Auditors report for 2017/18
- to agree to fund the Youth Café room hire for a further 26 weeks at a cost of £780.
- as the land on the corner of Church Hill and Cookley Lane is not owned by the Parish Council, the Parish Council should not engage any contractors to improve it, it is the responsibility of the County Council who are the landowners to clear and maintain the site. If a community group or volunteers wish to tidy it they can do so at their own risk.
- to transfer the underspend on the budget of £9235.75 (the actual bank balance is £8133.42, this figure includes VAT on the bills paid in March hence the approximate difference of 20%) is transferred into the West Bromwich Building Society.

The Chairman thanked the Committee members for their help and support over the past 12 months as this was the last meeting in this year.

Item 5 accounts**BUDGET COMPARISON FROM APRIL 2017 TO MARCH 2018**

	PARISH COUNCIL INCOME	BUDGET	ACTUAL INC	BALANCE	%
			RECEIVED		RECEIVED
10	PRECEPT	144709.00	144709.00	0.00	100.00
12	INTEREST INSTANT / CURRENT ACC	0.00	0.00	0.00	0.00
14	BURIAL FEES	9928.00	9910.00	-18.00	99.82
15	TOILETS HIGH STREET	1500.00	1110.00	-390.00	74.00
16	DONATIONS	300.00	2031.50	1731.50	677.17
19	SUNDRIES	0.00	1545.00	1545.00	815.00
22	INTEREST ON NEW RESERVES ACC AT WBROM	10.00	11.40	1.40	114.00
23	INTEREST BATH BUILDING SOCIETY	1000.00	263.88	-736.12	26.39
24	POLICE OFFICE RENT	4000.00	3000.00	-1000.00	75.00
		161447.00	162580.78	1133.78	100.70
	EXPENDITURE FOR PARISH	BUDGET	ACTUAL EXP	BALANCE	%
					SPENT
50	GENERAL ADMIN				
50/1	GA TELEPHONE	1900.00	1573.57	326.43	82.82
50/2	GA STATIONARY	2850.00	2927.74	-77.74	102.73
50/3	GA GENERAL INSURANCE	3500.00	3324.40	175.60	94.98
50/4	GA RATES BURIAL GROUND AND WATER RATES	3700.00	674.27	3025.73	18.22
50/5	GA OFFICE ELECTRICITY & GAS	1800.00	1989.00	-189.00	110.50
50/6	GA AUDIT	950.00	1050.00	-100.00	110.53
50/7	GA CHAIRMAN'S ALLOWANCE	500.00	500.00	0.00	100.00
50/9	GA STAFF TRAINING EXPENSES	100.00	31.80	68.20	31.80
50/11	GA MISCELLANEOUS	0.00	2007.40	-2007.40	1000.00
50/25	GA MEMBERS EXPENSES	300.00	0.00	300.00	0.00
50/47	GA COMPUTER SUPPORT SERVICES / OFFICE EQUIP (2010)	2300.00	2178.09	121.91	94.70
50/48	GA PHOTOCOPIER	240.00	240.00	0.00	100.00
50/51	GA ADVERTISING	50.00	0.00	50.00	0.00
50/110/1	GA POSTAGE	1100.00	966.00	134.00	87.82
50/110/2	GA PETTY CASH OTHER	550.00	447.72	102.28	81.40
		19840.00	17909.99	1930.01	90.27
	EXPENDITURE FOR PARISH	BUDGET	ACTUAL EXP	BALANCE	%
					SPENT
52	MAINTENANCE				
52/1	MAINTENANCE TOILETS	2000.00	2045.41	-45.41	102.27
52/6	MAINTENANCE MISC.	6185.00	7249.71	-1064.71	117.21

52/7	MAINTENANCE GRASS CUTTING	17500.00	13994.75	3505.25	79.97
52/26	MAINTENANCE PLAY AREA	1000.00	1397.00	-397.00	139.70
	MAINTENANCE TOTAL	26685.00	24686.87	1998.13	92.51
54	GRANTS & SUBS EXTERNAL				
54/1	PARISH COUNCIL SUBSCRIPTIONS	500.00	267.00	233.00	53.40
54/2	SPCA & LCR	700.00	694.00	6.00	99.14
54/3	GRANTS	14951.00	3174.17	11776.83	21.23
	GRANTS & SUBS TOTAL	16151.00	4135.17	12015.83	25.60
55	CAR PARK RENTAL	550.00	0.00	550.00	0.00
57	CHRISTMAS LIGHTS	4500.00	3674.54	825.46	81.66
58	VEHICLES				
58/1	LEASING	3500.00	3437.76	62.24	98.22
58/2	FUEL	1000.00	780.62	219.38	78.06
58/4	INSURANCE FOR VEHICLE	1050.00	869.11	180.89	82.77
	TOTAL FOR VEHICLES	5550.00	5087.49	462.51	91.67
60	CONTINGENCIES	0.00	2817.84	-2817.84	689.98
62	HEALTH AND SAFETY AUDIT	200.00	46.00	154.00	23.00
63'	PROJECTS FOR COMMUNITY FUNDED BY RENT	4000.00	2868.00	1132.00	71.70
100	WAGES / SALARIES				
103/1	SALARIES NET	55453.00	56948.21	-1495.21	102.70
103/2	TAX AND NATIONAL INS.	7591.00	8680.28	-1089.28	114.35
103/3	EMPLOYERS NATIONAL INS.	3449.00	5117.63	-1668.63	148.38
103/4	EMPLOYEES PENSION	3327.00	4184.47	-857.47	125.77
103/5	EMPLOYERS PENSION	11090.00	15478.54	-4388.54	139.57
103/6	OPENING TOILETS	1061.00	1210.00	-149.00	114.04
	TOTAL WAGES	81971.00	91619.13	-9648.13	111.77
101/9	ELECTION EXPENSES	0.00	0.00	0.00	0.00
105	SOLICITORS FEES	2000.00	500.00	1500.00	25.00
	TOTAL EXPENDITURE	161447.00	153345.03	8101.97	94.98
	TOTAL INCOME	161447.00	162580.78	-1133.78	100.70
	TOTAL NET BALANCE	0.00	9235.75	-9235.75	

KINVER PARISH COUNCIL**Monthly Balance Sheet as at: 31/03/2018****Barclays Bank****Unpresented Cheques****Unpresented Receipts**

	31.03	
	74.95	
	17.48	
	34.19	
	338.11	
	349.38	
	163.32	
	100	
	694	
	10.42	
TOTAL	1812.88	0.00

Computer Figures Barclays Bank
acc.

14822.12

less unpresented

1812.88

Total **16635.00**

Bank Statement Figure **16635.00**

Other bank account balances

Bath Building Society	36851.69
Old Alliance and Leicester account	0.00
West Bromwich Building Society	22296.75
Co-Operative Bank	26.38
	75809.82

Financial Budget Comparison

Comparison between 01/04/17 and 31/03/18 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
INCOME				
Council				
13	INTEREST BATH BUILDING SOCIETY	£1,000.00	£263.88	-£736.12
14	BURIAL FEES	£9,928.00	£9,910.00	-£18.00
15	TOILET INCOME	£1,500.00	£1,110.00	-£390.00
16	DONATIONS	£300.00	£2,031.50	£1,731.50
17	PRECEPT	£144,709.00	£144,709.00	£0.00
19	SUNDRIES	£0.00	£1,545.00	£1,545.00
20	TOILET GRANT SSDC	£0.00	£0.00	£0.00
22	INTEREST WEST BROM ACCOUNT - CHARITY ACC	£10.00	£11.40	£1.40
24	SANTANDAR BOND	£0.00	£0.00	£0.00
26	RENT FROM DOWN STAIRS OFFICE	£4,000.00	£3,000.00	-£1,000.00
Total Council		£161,447.00	£162,580.78	£1,133.78
Total Income		£161,447.00	£162,580.78	£1,133.78
EXPENDITURE				
Council				
51	GENERAL ADMINISTRATION	£19,840.00	£17,909.99	£1,930.01
53	MAINTENANCE	£26,685.00	£24,686.87	£1,998.13
55	CAR PARK RENT	£550.00	£0.00	£550.00
57	CHRISTMAS ILLUMINATIONS	£4,500.00	£3,674.54	£825.46
59	INTERNAL GRANTS NO LONGER USED	£0.00	£0.00	£0.00
60	CONTINGENCIES	£0.00	£2,817.84	-£2,817.84
61	VEHICLES - BARCLAYS	£5,550.00	£5,087.49	£462.51
62	HEALTH AND SAFETY	£200.00	£46.00	£154.00
63	GRANTS AND SUBS EXTERNAL BARCLAYS ACCOUNT	£16,151.00	£4,135.17	£12,015.83
64	GARAGE PROJECT	£0.00	£0.00	£0.00
101	ELECTION EXPENSES	£0.00	£0.00	£0.00
103	WAGES / SALARIES BARCLAYS BANK	£81,971.00	£91,619.13	-£9,648.13
104	COMMUNITY PROJECTS	£4,000.00	£2,868.00	£1,132.00
105	LEGAL FEES	£2,000.00	£500.00	£1,500.00
Total Council		£161,447.00	£153,345.03	£8,101.97
Total Expenditure		£161,447.00	£153,345.03	£8,101.97
Total Income		£161,447.00	£162,580.78	£1,133.78
Total Expenditure		£161,447.00	£153,345.03	£8,101.97
Total Net Balance		£0.00	£9,235.75	

Financial Summary - Cashbook

Summary between 01/04/17 and 31/03/18 inclusive. Includes due and unpaid transactions.

Balances at the start of the year

Ordinary Accounts

.BARCLAYS BANK	£13,361.16
.COOPERATIVE BANK C & I	£26.38
Alliance and Leicester	£0.00
Bath Building Society	£36,587.81
Santander old account	£0.00

Short Term Investment Accounts

Reserves West Bromwich	£14,285.35
Total	£64,260.70

RECEIPTS	Net	Vat	Gross
Council	£172,701.11	£0.00	£172,701.11
Total Receipts	£172,701.11	£0.00	£172,701.11
PAYMENTS	Net	Vat	Gross
Council	£161,921.16	£7,732.41	£169,653.57
Total Payments	£161,921.16	£7,732.41	£169,653.57

Closing

Ordinary Accounts

.BARCLAYS BANK	£8,133.42
.COOPERATIVE BANK C & I	£26.38
Alliance and Leicester	£0.00
Bath Building Society	£36,851.69
Santander old account	£0.00

Short Term Investment Accounts

Reserves West Bromwich	£22,296.75
Total	£67,308.24

Income and Expenditure Account

31/03/17 £		31/03/18 £
	INCOME	
10,092.00	Burial fees	9,910.00
0.00	Exchequer Bond	0.00
0.00	Rights of Way	0.00
1,322.40	Toilet Income	1,110.00
0.00	Rents received	0.00
4,971.35	Income	3,000.00
12,417.92	Donations and Sundries	3,576.50
144,709.00	Precept	144,709.00
0.00	Agency Services reimbursements	0.00
0.00	Loan/Capital Receipts	0.00
486.37	Interest on Investments	275.28
0.00	Sale of Assets	0.00
173,999.04	TOTAL INCOME	162,580.78
	EXPENDITURE	
25,114.98	General Administration	24,099.71
0.00	Agency Services	0.00
0.00	S. 137 Payments	0.00
0.00	Capital Schemes	0.00
0.00	Provision for Doubtful Debts	0.00
0.00	Interest on Long Term Debts	0.00
0.00	General Administration - Petty cash/High St Toilet cleaning	0.00
624.28	Maintenance	0.00
26,064.41	Burial Ground	23,584.64
46,715.27	Grants and Subscriptions	4,135.17
0.00	Car park rentals	0.00
0.00	Millennium Fund	0.00
0.00	Loan repayment	0.00
0.00	Employment Advice Centre	0.00
23,061.17	Expenditure	9,906.38
85,452.50	Wages / Salaries	91,619.13
0.00	Church - Methodist rent	0.00
207,032.61	TOTAL EXPENDITURE	153,345.03
92,838.08	Balance as at 01/04/17	59,804.51
173,999.04	Add Total Income	162,580.78
266,837.12		222,385.29
207,032.61	Deduct Total Expenditure	153,345.03
0.00	Stock Adjustment	0.00
0.00	Transfer to/ from reserves	0.00
59,804.51	Balance as at 31/03/18	69,040.26

Consolidated Balance Sheet

31/03/17 £			31/03/18 £
	Long Term assets		
0.00	Investments		0.00
0.00	Long Term Debts		0.00
0.00	TOTAL LONG TERM ASSETS		0.00
	Current assets		
14,285.35	Investments	22,296.75	
0.00	Loans Made	0.00	
0.00	Investments	0.00	
0.00	Stocks	0.00	
4,119.94	VAT Recoverable	1,155.17	
0.00	Debtors	0.00	
0.00	Payment in Advance	0.00	
49,975.35	Cash in Hand & at Bank	51,700.19	
68,380.64	TOTAL CURRENT ASSETS		75,152.11
68,380.64	TOTAL ASSETS		75,152.11
	Current liabilities		
0.00	Loans Received	0.00	
0.00	Temporary Borrowing	0.00	
0.00	VAT Payable	0.00	
8,576.13	Creditors	6,111.85	
0.00	Receipts in Advance	0.00	
8,576.13	TOTAL CURRENT LIABILITIES		6,111.85
59,804.51	TOTAL ASSETS LESS CURRENT		69,040.26
0.00	Long Term Borrowing	0.00	
0.00	Deferred Liabilities	0.00	
0.00	Deferred Credits	0.00	
0.00			0.00
59,804.51	NET ASSETS		69,040.26
	Represented by		
59,804.51	General Reserve		69,040.26
	RESERVES		
0.00	Asset Replacement Reserve		0.00
59,804.51			69,040.26

Signed

Chairman

Date

AUDIT OPINION

Responsible Financial Officer

Section 2 – Accounting Statements 2017/18 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	91260	59805	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. 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	146709	146709	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	29290	17872	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	86896	91619	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	Ø	Ø	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	118558	61725	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	59805	69040	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	64261	73997	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	728426	750871	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	Ø	Ø	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.
		X	N.B. The figures in the accounting statements above do not include any Trust transactions.

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 properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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:

	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
			✓

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

MINUTE REFERENCE

dated

DD/MM/YY

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Explanation of significant variances in the accounting statements - Section 2

Local council name: Kinver 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	2016/17 £	2017/18 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £10))
Box 2 <i>Precept</i>	144709	144709	0	
Box 3 <i>Other income</i>	29290	17872	-63.89%	See attached sheet
Box 4 <i>Staff costs</i>	86896	91619	+5.16%	
Box 5 <i>Loan interest/ capital</i>	0	0	0	
Box 6 <i>Other payments</i>	118558	61725	-92.08%	Additional costs for 2016/17 Vandalism to play area £12619.88 Repairs to office roof £1280 Build new garage for storage £25840.09 Works to Comber Ridge Burial Ground £7020.00 Works to KSCA Car Park to use as shoppers car park £1259.30 Purchase of Kinver leaflets for tourism £459.99 Installation of planters £480 Reduced grass cutting contract in 2017 so difference between years £5777.48 New computers £720 New Path clearing machine £541.70 Repair to Wet pour £715
Box 7 <i>Balances carried forward</i>	59805	69040	+13.38%	

Box 9 <i>Fixed assets & long term assets</i>	728026	750871	+3.05%	
Box 10 <i>Total borrowing</i>	0	0	0	

Income variances							
budget head	description			2016	2017		
13	interest on bath Building Society			£477.72		£263.88	Interest rate reduced
14	burial fees			£10,092.00		£9,910.00	
15	toilets high street			£1,322.40		£1,110.00	Varies per annum 20p each time toilet used.
16	donations			£30.00		£2,031.50	
		Bench donations	£0.00		£1,533.50		
		Youth Café donations	£0.00		£498.00		
		Refund payment	£30.00		£0.00		
19	Sundries			£12,387.92		£1,545.00	
		Insurance claims for vandalism	£12,169.80		£545.00		Major damage to play area from fire
		Refunds form SSHA	£49.24		£0.00		
		Refunds from Npower	£168.88		£0.00		
		Court Compensation	£0.00		£1,000.00		Compensation for fire damage
20	toilet grant			£971.35		£0.00	
22	Interest West Brom			£11.19		£0.00	
24	Old Bond written off			-£2.54		£0.00	
26	Police Office Rent			£4,000.00		£3,000.00	Late payment still waited form Police
				£29,290.04		£17,860.38	

Annual Internal Audit Report 2017/18

ENTER NAME OF AUTHORITY

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.

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

Date(s) internal audit undertaken

14/04/18

Name of person who carried out the internal audit

Mrs Rota Pullor INTERNAL AUDITOR

Signature of person who carried out the internal audit

Rota Pullor

Date

15/04/18

*If the response is 'no' please 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).