

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

### ITCHENSTOKE AND OVINGTON 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.	✓		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.

\*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:

15/05/2019

and recorded as minute reference:

19.215

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

Chairman

*Dawn E. Cook*

Clerk

*Lorraine Le White*



## Section 2 – Accounting Statements 2018/19 for

### ITCHENSTOKE AND OVINGTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	10,402	9,187	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	3,015	5,696	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,918	6,657	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	1,732	2,315	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	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	4,416	7,086	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	9,187	12,139	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	9,187	12,139	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	11,924	13,959	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			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 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

*Simon C. Wheeler*

Date

15/05/19.

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

15/05/2019

as recorded in minute reference:

19.21c

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

*David E. Cook*



**Itchen Stoke & Ovington Parish Council**  
**Statement of Variances**  
**Annual Return 2018-2019**

	<u>17/18</u>	<u>18/19</u>	<u>Variance</u>	<u>% Variance</u>	<u>Explanation</u>
	£	£	£	%	
1. Balances Brought Forward	10402	9187	-1215	-11.7	Accrued funds released for capital expenditure.
2. Annual Precept	3015	5696	2681	88.9	The precept was increased to cover additional staff costs, website and email hosting, refurbishment of BT Kiosk.
3. Total Other Receipts	1918	6657	4739	247.1	Grant funding increased this year due to a S106 contribution (£3289) for capital expenditure on equipment and street furniture plus VAT refund. A cheque for £1092 had to be reissued as out of date.
4. Staff Costs	1732	2315	583	33.7	Staff costs increased due to overtime pay to the Clerk for implementing policies and the new website leading to a 50% increase in hours for 2018/19.
5. Loan Interest / capital repayments	0	0	0	0	
6. All other payments	4416	7086	2670	60.5	Increased expenditure on capital projects (S106 grant funding) £3947.40 inc VAT and refurbishment to BT Kiosk. A cheque for £1092.00 reissued from last FY. As box 3.
7. Balances Carried Forward	9187	12,139	2952	32.1	Increase due to higher precept, additional S106 grant funding and Boomtown Fund £1100.00. Reserves accrued for capital projects including footpath refurbishment.
8. Total cash & Short Term Investments	9187	12,139	2952	32.1	As box 7. above.
9. Total Fixed Assets	11924	13959	2035	17.1	Addition of new assets; 1 no. bench and a marquee.
10. Total Borrowings	0	0	0	0	

  
15/5/19

**Itchen Stoke & Ovington Parish Council  
Bank Reconciliation  
As at 31.03.19**

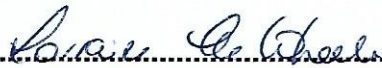
Balance B/F	9,187.88
Plus Credits	<b>12352.75</b>
	<hr/>
	21,540.63
Less Debits	9401.64
Cash at the Bank	<b>12,138.99</b>

**Plus O/S Chqs**

Date	Chq No	£
31.03.19	232	55.65
31.03.19	233	90.00

**Bank Statement** **12,284.64**

**Dated: 31.03.19**

Signed:.....  
RFO  
Lorraine Wheeler

Signed:.....  
Chairman  
David Cook

15/5/19

**Itchenstoke and Ovington Parish Council  
Income & Expenditure Account  
1st April 2018 to 31st March 2019**

FY 2017/18		FY 2018/19
<b>Income</b>		<b>Income</b>
3015.00	Precept	5696.00
42.60	Misc	1192.00
38.80	VAT Recovered	1046.25
1837.00	Grants	4418.50
<b>4933.40</b>	<b>Total</b>	<b>12352.75 12352.75</b>

Expenditure		Expenditure
1732.16	Salaries/PAYE	2315.40
319.02	Business Expenses	647.54
257.60	Insurance	362.96
390.00	Dog Waste Bins	260.00
935.90	Grounds Maint/Lengths	376.07
65.00	Accs/Audits	75.00
50.00	Section 137	200.00
2069.50	Capital Schemes	4381.50
328.75	VAT Paid	783.17
<b>6147.93</b>	<b>Total</b>	<b>9401.64 9401.64</b>

Dated:

Signed..... *Lorraine Wheeler* .....

RFO

Lorraine Wheeler

Signed..... *David E Cook* .....

Chairman

David Cook

*15/5/19*