

Section 1 - Annual Governance Statement 2018/19

We acknowledge as the members of:

BUCKINGHAM PARK 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 2018, that:

	Agreed	
	Yes	No*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*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 should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on: 4th June 2019 and recorded as minute reference: Agenda Item 6 Annual Govt Statement

Signed by the Chairman and Clerk of the meeting where approval was given:
 Chairman: *[Signature]*
 Clerk: *[Signature]*

Other information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address: *Buckingham Park - PC - gov.uk*

Section 2 – Accounting Statements 2018/19 for

Buckingham Park Parish Council

Notes and guidance	Year ending	
	31 March 2018	31 March 2019
1. Balances brought forward	162,674	191,798
2. (+) Precept or Rates and Levies	99,566	99,566
3. (+) Total other receipts	84,985	88,673
4. (-) Staff costs	79,432	86,673
5. (-) Loan interest/capital repayments	0	0
6. (-) All other payments	75,995	82,774
7. (=) Balances carried forward	191,798	210,589
8. Total value of cash and short term investments	191,798	210,589
9. Total fixed assets plus long term investments and assets	46,861	46,861
10. Total borrowings		
11. (For Local Councils Only) Disclosure note	Yes	No

The Council, as a body corporate, acts as sole trustee for re Trust funds (including charitable) and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

8. Total value of cash and short term investments: 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. 191,798 210,589

9. Total fixed assets plus long term investments and assets: 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. 46,861 46,861

10. Total borrowings: The outstanding capital balance as at 31 March of all loans from third parties (including PwLB).

7. (=) Balances carried forward: Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). 191,798 210,589

6. (-) All other payments: Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5). 75,995 82,774

5. (-) Loan interest/capital repayments: Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). 0 0

4. (-) Staff costs: 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. 79,432 86,673

3. (+) Total other receipts: Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. 84,985 88,673

2. (+) Precept or Rates and Levies: Total amount of precept (or for LBs rates and levies) received or receivable in the year. Exclude any grants received. 99,566 99,566

1. Balances brought forward: 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. 162,674 191,798

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 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 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. *Kathryn* 4th June 2019

I confirm that these Accounting Statements were approved by this authority on this date: 4th June 2019. As recorded in minute reference: Agenda Item Six Annual Gov. statements. Signed by Chairman of the meeting where the Accounting Statements were approved. *[Signature]*

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Buckingham Park Parish Council

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 2019; 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 2018/19

(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 2018/19

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 2019.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*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)