

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 2020, that:

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

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:

07/07/20

and recorded as minute reference:

Item 9 AGM

Chairman

Clerk

*[Handwritten signatures]*

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

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 2019/20 for

Buckingham Park Parish Council

Notes and guidance	Year ending		1. Balances brought forward	2. (+) Precept or Rates and Levies	3. (+) Total other receipts	4. (-) Staff costs	5. (-) Loan interest/capital repayments	6. (-) All other payments	7. (=) Balances carried forward	8. Total value of cash and short term investments	9. Total fixed assets plus long term investments and assets	10. Total borrowings	11. (For Local Councils Only) Disclosure note	
	31 March 2020	31 March 2019											Yes	No
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.	£	£	191,798	99,566	88,673	86,673	0	82,774	210,589	210,589	46,861	0	X	
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.			210,589	109,692	364,992	96,145	0	78,271	210,589	510,857	46,861	0		
Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.			99,566	109,692	364,992	96,145	0	78,271	210,589	510,857	46,861	0		
Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.			99,566	109,692	364,992	96,145	0	78,271	210,589	510,857	46,861	0		
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.			86,673	96,145	364,992	96,145	0	78,271	210,589	510,857	46,861	0		
Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).			0	96,145	364,992	96,145	0	78,271	210,589	510,857	46,861	0		
Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).			82,774	96,145	364,992	96,145	0	78,271	210,589	510,857	46,861	0		
Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).			210,589	109,692	364,992	96,145	0	78,271	210,589	510,857	46,861	0		
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.			210,589	109,692	364,992	96,145	0	78,271	210,589	510,857	46,861	0		
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	96,145	364,992	96,145	0	78,271	210,589	510,857	46,861	0		
The outstanding capital balance as at 31 March of all loans from third parties (including PwLB).			0	96,145	364,992	96,145	0	78,271	210,589	510,857	46,861	0		
The Council, as a body corporate, acts as sole trustee for re Trust funds (including charitable)													Yes	No
N.B. The figures in the accounting statements above do not include any Trust transactions.													X	

I confirm that these Accounting Statements were approved by this authority on this date: 07/07/20

Item 9 AGM as recorded in minute reference: Item 9 AGM

Signed by Chairman of the meeting where the Accounting Statements were approved: [Signature]

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 the financial position of this authority. Practitioners' Guide to Proper Practices and present fairly signed by Responsible Financial Officer before being presented to the authority for approval.

[Signature] 07/07/20

date

### 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

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

### 3 External auditor certificate 2019/20

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

14/11/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))