

Sandbach Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2018

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Sandbach Town Council for the year ended 31 March 2018 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Sandbach Town Council on application to:</p> <p>(a) <u>SERENA VAN SCHEPDAEL- FINANCE OFFICER</u> <u>SANDBACH LITERARY INSTITUTION</u> <u>HIGHTON, SANDBACH CW11 1AE</u> <u>01270 600825</u></p> <p>(b) <u>MONDAY TO THURSDAY</u> <u>9.30 AM TO 2.00 PM</u></p> <p>3. Copies will be provided to any person on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>ANN BANKS- TOWN CLERK</u></p> <p>Date of announcement: (e) <u>28TH SEPTEMBER 2018.</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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Section 2 – Accounting Statements 2017/18 for

SANDBACH TOWN COUNCIL.

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	244,679	388,755	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	569,606	569,606	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	197,387	201,389	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	293,454	303,035	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	29,605	29,605	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	299,858	365,247	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	388,755	461,862	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	391,021	466,458	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	518,459	523,604	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	422,807	410,792	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.
		✓	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

A. B. L.

Date

13/06/18

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

31/05/2018

and recorded as minute reference:

Item 14.

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

Robert O'Hare

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Sandbach Town Council CH0174

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 2018; 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 2017/18

Except for the matters reported below, 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.

The AGAR has not been signed and approved in accordance with the Accounts and Audit Regulations 2015:

- Section 2 was approved before Section 1.
- Section 2 was not signed by the Responsible Finance Officer before approval.

Section 1, Assertion 5 has been incorrectly completed. In the completion of the Annual Internal Audit Report, the internal auditor has noted that although a risk assessment document was in place, this was not reviewed, updated and approved in the 2017/18 financial year. The smaller authority has answered "Yes" to Section 1, Assertion 5, which, on the basis of the above, is not correct.

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

- The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 3, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. We note that the authority had already acted to address this weakness before the end of the financial year.

3 External auditor certificate 2017/18

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 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

25/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)