

# Compton Dando Parish Council

## Transparency Code Statement

1. Expenditure over £100: All payments for any amount, are listed in the minutes of Compton Dando Parish Council meetings which are held monthly and published monthly on the Parish Council website <http://www.comptondando-parishcouncil.org.uk/>
2. Year End Accounts are explained by the following copies of
  - a) the Annual Return section 2 (Appendix 4)
  - b) the bank reconciliation (Appendix 2)
  - c) explanation of significant variances. (Appendix 3)
3. Annual Governance Statement: See the following Section 1 of the Annual Return. (Appendix 1)

The Asset Register was inspected at the Annual Parish Council meeting on 15<sup>th</sup> May 2018 and approved and signed.

4. Internal Audit Report: See the following of the Annual Return. (Appendix 5). See above comments on risk assessment.
5. Councillors: See following list of names and outside representative roles of Parish Councillors. (Appendix 6)
6. Land and Building Assets: See (Appendix 7). See 3. Above.
7. Minutes, Agendas etc. of formal meetings: These are published monthly on the Parish Council website.

# Appendices

## Appendix 1

### The Annual Return Section 1 – Governance Statement

#### Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

COMPTON OAK DO 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 means that (for 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.	✓		maintained 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 material 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 funds/assets including financial reporting and, if required, independent examination or audit.	✓	No	N/A has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

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

S/S

dated 19<sup>th</sup> June 2018

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

Chairman



Clerk

SE Smith

## Appendix 2

### End of Financial Year 01 April 2016 to 31 March 2017

#### Bank reconciliation for financial Year 2017 to 2018

Name of smaller authority:  
COMPTON DANDO PARISH COUNCIL \_\_\_\_\_

County area (local councils and parish meetings only):  
BATH & NORTH EAST SOMERSET \_\_\_\_\_

Financial year ending 31 March 2018

Prepared by SUSAN SMITH PARISH CLERK/RFO

Date 10/04/2018

Balance per bank statements as at 31 March 2018:	£	£
CURRENT ACCOUNT	<u>8946.92</u>	8946.92
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2018		
CHEQUE NO 001346	110.34	
CHEQUE NO 001390	8.00	
	<u>118.34</u>	
Add: any un-banked cash at 31 March 2018		
		<u>8828.58</u>

*The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:*

#### CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)	6791	
Add: Receipts in the year	14187	
Less: Payments in the year	12150	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		<u>8828</u>

## Appendix 3 Explanation of Variances

### Explanation of variances for Financial Year 2017 to 2018

Name of smaller authority

COMPTON DANDO PARISH COUNCIL \_\_\_\_\_

County area (local councils and parish meetings only): Bath and North East Somerset

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
<b>Box 2</b> <i>Precept or Rates and Levies</i>	7011	6791	140	2	
<b>Box 3</b> <i>Total other receipts</i>	3282	7037	3776	116	CIL funding received £ 4177.70 7037-4177=2860  Which is 13%
<b>Box 4</b> <i>Staff costs</i>	4539	4803	263	6	
<b>Box 5</b> <i>Loan interest/ capital repayments</i>	0	0	0	0	
<b>Box 6</b> <i>All other payments</i>	6093	7347	1254	21	Cil payment of £1131 made on 19/12 2017. 7347 – 1131= 6216 which makes it 10% variance with this adjustment
<b>Box 9</b> <i>Total fixed assets &amp; long term investments &amp; assets</i>	247055	247055	0	0	
<b>Box 10</b> <i>Total borrowings</i>	0	0	0	0	
<b>Explanation for 'high' reserves</b>	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:  N/A				

## APPENDIX 4 Annual Return Section 2 – Accounting Statements

### Section 2 – Accounting Statements 2017/18 for

COMPTON DANCO PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	7151	6791	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	7011	7150	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (-) Total other receipts	3262	7037	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	4539	4803	Total expenditure or payments made to and on behalf of all employees. Includes salaries and wages, PAYE and NI (employee and employer), 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	6093	7347	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	6791	8829	Total balance 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	6791	8829	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	247055	247055	The value of all the property the authority owns – if it made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWA/E).
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.
		✓	<i>N.B.</i> 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 property present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SE Smith

Date 19<sup>th</sup> June 2018

I confirm that these Accounting Statements were approved by this authority on this date: 19<sup>th</sup> June 2018

and recorded as minute reference.

5-6

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

[Signature]



# Appendix 5 Annual Audit Section 4

## Annual Internal Audit Report 2017/18

COMPTON DANDO PARISH COUNCIL

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.

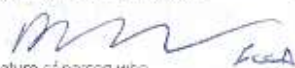
The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations: payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates (equivalent) resulted from an adequate budgetary process; progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. (For local councils only)			
Trust funds (including charitable) - The council met its responsibilities as a trustee	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Name of person who carried out the internal audit

Signature of person who carried out the internal audit  
  
 LISA CTA

Date 11/6/18

\*\*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).

**Appendix 6  
Names of Councillors**

**Dawn Drury (Chairman)  
Philippa Paget (Vice Chairman)  
Andrew Dawes  
Christopher Willows (Representative for Parish Council  
Airport Association (PCAA)  
Hannah Maggs  
Johanna Davis  
Anthony Butler**

**At least one Councillor represents Compton Dando Parish  
Council at the following outside organisation meetings:  
B&NES ALCA  
Parish Liaison  
Keynsham Area Forum  
CPRE**

**Appendix 7  
Land and Building Assets**

Itemised Schedule of Assets for Compton Dando Parish Council							
Item	No	Insurance value	Purchase cost	Date of purchase / acquisition	Location	Date of disposal	Comments
Parish Hall	1	220000	n/a	07/12/1955	Compton Dando		
War Memorial	1	10000	n/a		Compton Dando		
Village Pound	1	2500	n/a		Compton Dando		
Wooden Bench	1		50		Compton Dando		Estimated purchase cost
Oil Storage Tank	1		300		Compton Dando		Estimated purchase cost
Stone Flower Trough	1		1000		Compton Dando		Estimated purchase cost
Fountain Stone (Commemorating Coronation of George V in 1911)	1		200		Compton Dando		Estimated purchase cost
Phone Box	1				Compton Dando Burnett		
Defibrillator- listed as covered by PC Insurance	2	2500			Compton Dando		owned by Burnett and Co
Post box	1				Compton Dando		
Painting by Heather Maggs in memory of Kathleen Collins + picture light	1		25		Parish Hall		Estimated purchase cost
Edwin Penny Print of Pheasant (donated)	1	150		01/02/2016	Parish Hall		
Clock and plaque in memory of Mr & Mrs Fred Humphries	1	50	20		Parish Hall		
Commemorative wall plaques (PC chairman names, CVs and undated ph	3	50	25		Parish Hall		Estimated purchase cost
Chairs (20 in church) - from Summit Chairs	100	6500	2760		Parish Hall & Church		Estimated purchase cost
Large collapsible tables (GoPak)	12	1300	350		Parish Hall		Estimated purchase cost
Small collapsible tables (goPak)	6	520	475	01/04/2007	Parish Hall		
Card tables	3	150	30		Parish Hall	Jan-15	Estimated purchase cost
Vacuum cleaner (Henry)	1	150	82	01/04/2005	Parish Hall		
Water fire extinguisher	2	45	15		Parish Hall		Estimated purchase cost
CO2 fire extinguisher	1	30	10		Parish Hall		Estimated purchase cost
Fire blanket	1	35	10		Parish Hall		Estimated purchase cost
Guinness World Record certificate (framed)	1	30	10		Parish Hall	Jan-15	Estimated purchase cost
National Lottery Charity Board Certificate (framed)	1	30	10		Parish Hall	Jan-15	Estimated purchase cost
Millennium 2000 photo of villagers	1	75	30		Parish Hall		Estimated purchase cost
Certificate relating to hall extension	£1	30	10		Parish Hall		Estimated purchase cost
Wooden wall mounted clock dated 1980	1	100	30		Parish Hall		Estimated purchase cost
Pairs of curtains	11	3500	100		Parish Hall		Estimated purchase cost
Stage Curtains (pair) removed on refurbishment	1	450	100		Parish Hall	Jan-15	Estimated purchase cost
Carpets and flooring		9915	9915	01/01/2015	Parish Hall		
Notice board (outside hall entrance)	1	350	120		Parish Hall		Estimated purchase cost
Notice board inside hall	1				Parish Hall		
Microwave Kenwood s/n 0673014156 800-850watt	1	150	58	01/02/2007	Parish Hall		
First aid box	1		15		Parish Hall		Estimated purchase cost
Kettle Morphy Richards s/n 80005840	1	20	5		Parish Hall		Estimated purchase cost
Kettle Tesco JKRBPY2 s/n 120621	1	20	5		Parish Hall		Estimated purchase cost
Kettle Sainsburys SN 15397	1	20	16	01/02/2018	Parish Hall		
Health & Safety File	1			01/02/2018	Parish Hall		
Urn Lincat 3 litre sn/WEE/FG0049TZ	1	300	378	01/07/2009	Parish Hall		
Griddle - Ralston Magnum s/n COD 30453/MOD k-78	1	200	50		Parish Hall		Estimated purchase cost
Water heater Heatrae Sadia multipoint 15-3 156 s/n CNY142600043AN	1				Parish Hall		
Cooker Stoves Newhome double oven EC600 DO DLM	1	500	415	01/05/2004	Parish Hall		
CD Player Sanyo Bass Xpander	1	60	20		Parish Hall		Estimated purchase cost
Handryers Airblast Windsor model 4601	3		450	01/08/2015	Parish Hall		
2 buckets, 3 mops, 2 washing up bowls	1				Parish Hall		
Brooms x 2 normal size	1	17			Parish Hall		
Window cleaners	2	10	2		Parish Hall		Estimated purchase cost
Urinals Armitage Shanks	2				Parish Hall		
Toilets	4				Parish Hall		
Waste bin in ladies toilet	1		1		Parish Hall		
Hand basins	3				Parish Hall		
Mirrors	2				Parish Hall		
Flood Defence Doors	2	2388	2388	01/01/2015	Parish Hall		
Step ladder (inside hall)	1		123	01/05/2006	Parish Hall		
Dustpan and brush	2	6			Parish Hall		
Assorted cleaning materials (included vacuum bags)	1	35	35		Parish Hall		Estimated purchase cost
Tea towels 10, hand towels 3, dishcloths 7	1	15			Parish Hall		
Rubbish bin	1	15		01/01/2015	Parish Hall		
Double sink	1				Parish Hall		
Basin	1				Parish Hall		
Wall shelves 3 tier	6				Parish Hall		
Wall shelves 2 tier	1				Parish Hall		
Drawer units (3 drawers)	2				Parish Hall		
Base unit 300mm (Plan appended)	5	4680	4680	01/01/2015	Parish Hall		For all kitchen units
Refrigerator Zanussi TT160C, barcode 5313054492019206, 933012443	1	150	150	01/01/2015	Parish Hall		
Crockery, glasses, cutlery, trays etc		1250	1180	01/08/2011	Parish Hall		separate inventory
Lampshades	8	30	25	01/01/2015	Parish Hall		
Oil Boiler (in attached shed) Grant 110-140 Multipass	1				Parish Hall		
Plastic tables	17	1120			boiler shed		CDCA
Long double ladder	1	100			boiler shed		CDCA
Wooden white topped tables	6	600			boiler shed		CDCA
Assorted fete items, smack the rat, tug of war rope etc	1				boiler shed		CDCA
External lights side & main door motion triggered	2	54	137.86	01/12/2017	Parish Hall		
Clerk's filing cabinet	1	£86	86.09	19/08/2015	Clerk's Home		
Clerk's external hardrive	1	£40	40	16/06/2015	Clerk's Home		
Clerk's external hardrive	1	£55	55	09/05/2015	Chairman's Home		
Clerk's laptop Acer Aspire F 15	1	£493	493.78	16/01/2016	Clerk's Home		
Clerk's printer/ fax machine Brother mono laser DCP-L2520DW	1	£99	99	23/11/2015	Clerk's Home		
Digital Ceiling mounted projector in the Parish Hall	1	£762	£761.55	07/03/2016	Parish Hall		
Screen for the projector located in the Parish Hall	1	£100	£100	07/03/2016	Parish Hall		
Edwin Penney watercolour	1				Parish Hall		
Internal emergency lighting	1				Parish Hall		
Baby changing table	1	£250	216	01/12/2015	Parish Hall		
wooden folding chairs	12				Parish Hall		
Hairdryer	1				Parish Hall		
hook for projector	1				Parish Hall		
Table Tennis Tables	2	£700	350	01/03/2018	Parish Hall		one donated R Davis
Stage	1				Parish Hall		
floor cable covers	2		30.98	May-18	Parish Hall		added in after signing
HDMI cable (10m)	1		24.99	01/05/2018	Parish Hall		



Signed.....

Date.....

Signed.....

Date.....

To be reviewed July 2019