

DECLARATION OF STATUS OF PUBLISHED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

The Accounts and Audit Regulations 2015 (SI 2015 No.234)

1. The statement of accounts for CORRY CLEN PARISH COUNCIL \*  
published today is unaudited and may be subject to change.

\* *insert name of Smaller Authority*

2. Signed by:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ 2017

RESPONSIBLE FINANCIAL OFFICER

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

CORBET GLEN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		'Yes' means that this smaller 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 smaller authority to conduct its business or on 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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has 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 smaller 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	NA
			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 smaller authority on:

10/05/2017

Signed by Chair at meeting where approval is given:

and recorded as minute reference:

28/17/01

Clerk:

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

## Section 2 – Accounting statements 2016/17 for

Enter name of  
smaller authority here:

CORBY CLEN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	6,059	4,825	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	10,696	10,904	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,123	35,027	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	3,335	3,322	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	11,718	38,662	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	4,825	8,772	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	4,825	8,772	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	10,851	21,460	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	NIL	NIL	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 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

I confirm that these accounting statements were approved by this smaller authority on:

10/05/2017

and recorded as minute reference:

28/17/02

Signed by Chair at meeting where approval is given:

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# Annual internal audit report 2016/17 to

Enter name of smaller authority here:

CORBRY GLEN PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. NO PETTY CASH			✓
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
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.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

FIONA HATCHMAN B.A. (Hons) CPFA

Signature of person who carried out the internal audit

Date 08/05/2017

\*If the response is 'no' please state the implications and (add separate sheets if needed).

ackness in control identified

\*\*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, internal audit must explain why not (add separate sheets if needed).

Corby Glen Parish Council, Lincolnshire

Bank Reconciliation Year Ended 31 March 2017

	£
Balance per bank statement at 31/3/17	9,168
Outstanding Items	
LESS unrepresented cheques	
933 Bourne Skip Hire	204
935 Bourne Skip Hire	192
Petty Cash	0
Balance per cash book at 31/3/17	8,772

Identification of significant variances on Audit Form:

	2016 £	2017 £	Variance £	Variance %	Explanation required
Box 2 Precept or rates or levies	10,696	10,904	208	1.94	
Box 3 Total other receipts	3,123	35,027	31,904	1021.58	yes
Box 4 Staff costs	3,335	3,322	-13	-0.39	
Box 5 Loan interest / capital repayments	0	0	0		
Box 6 All other payments	11,718	38,662	26,944	229.94	yes
Box 9 Total Fixed Assets plus long term investments/assets	10,851	21,460	10,609	97.77	yes

Items of Expenditure over £100

Date	Cheque no	Reason for expenditure	Amount
13/04/2016	872	CDPC community cleaner March	-118.77
13/04/2016	873	Clerk S. Parker wages & exp. March	-282.54
11/05/2016	878	CDPC community cleaner April	-125.44
11/05/2016	880	Clerk S. Parker wages & exp. April	-281.00
11/05/2016	881	Came & co. annual insurance	-761.88
08/06/2016	883	CDPC community cleaner May	-125.44
08/06/2016	884	D. Warden Grass Cutting May	-230.00
08/06/2016	885	Clerk S. Parker wages & exp. May	-289.58
08/06/2016	888	Cllr Honeywood beacon costs	-111.39
16/06/2016	889	Miracle play equipment deposit	-7500.00
24/06/2016	890	Miracle play equipment 2nd instalment	-1500.00
13/07/2016	891	CDPC community cleaner June	-125.44
13/07/2016	892	D. Warden Grass Cutting June	-250.00
13/07/2016	893	Clerk S. Parker wages & exp. June	-287.48
15/08/2016	894	Clerk S. Parker wages & exp. July	-280.24
15/08/2016	895	D. Warden Grass Cutting July	-235.00
15/08/2016	896	CDPC community cleaner July	-125.44
16/08/2016	897	Annual Rospa inspection	-105.00
31/08/2016	898	Miracle play equipment 3rd instalment	-24140.97
14/09/2016	899	CDPC community cleaner August	-125.44
14/09/2016	900	Clerk S. Parker wages & exp. August	-284.00
14/09/2016	901	D. Warden Grass Cutting August	-235.00
14/09/2016	903	Grant Thornton external audit	-120.00
12/10/2016	904	Bourne Skip Hire	-204.00
12/10/2016	905	D. Warden Grass Cutting September	-330.00
12/10/2016	906	CDPC community cleaner September	-125.44
12/10/2016	907	Clerk S. Parker wages & exp. Sept	-288.32
12/10/2016	908	Miracle play equipment last instalment	-4828.19
09/11/2016	909	D. Warden Grass Cutting October	-160.00
09/11/2016	910	CDPC community cleaner October	-125.44
09/11/2016	911	Clerk S. Parker wages & exp. October	-283.34
14/12/2016	915	CDPC community cleaner November	-125.44
14/12/2016	916	Clerk S. Parker wages & exp. Nov.	-278.94
14/12/2016	918	S. Kiely War Memorial grass cuts x 13	-130.00
14/12/2016	920	S. Honeywood Xmas expenses	-119.00
14/12/2016	921	Grimsthorpe Estate Christmass tree	-180.00
11/01/2017	922	CDPC community cleaner December	-125.44
11/01/2017	923	Clerk S. Parker wages & exp. Dec.	-285.92
11/01/2017	924	M. Cooper footpath electricity cost	-100.00
11/01/2017	926	Glasdon 2 benches	-970.92
08/02/2017	928	CDPC community cleaner January	-125.44
08/02/2017	929	J. Wilcockson tree inspection	-480.00
08/02/2017	930	Clerk S. Parker wages & exp. Jan.	-322.33
08/03/2017	931	CDPC community cleaner February	-125.44
08/03/2017	932	Clerk S. Parker wages & exp. Feb.	-284.77
08/03/2017	933	Bourne Skip Hire	-204.00
09/03/2017	935	Bourne Skip Hire	-192.00

# Corby Glen Parish Council

Chairman : Mr. Steve Honeywood  
Mrs. Tracey Lamming  
Mr. Bryan Grantham  
Mr. Brian Johnson  
Mrs. Paula Muir  
Mr. David Fowler  
Mr. Richard Fox



Parish Clerk : Mrs. Sara Parker,  
3, Ferndale Close,  
Corby Glen,  
Lincolnshire,  
NG33 4NZ.

Tel : 01476 552212  
email : [egpc@live.co.uk](mailto:egpc@live.co.uk)

## Councillors Roles :

- |                  |   |                                |
|------------------|---|--------------------------------|
| Mr. S. Honeywood | - | Chairman of Parish Council     |
| Mrs. T. Lamming  | - | Vice-Chair                     |
| Mr. B. Johnson   | - | Chairman of Planning Committee |
| Mr. B. Grantham  | - | member of Parish Council       |
| Mrs. P. Muir     | - | member of Greens Committee     |
| Mr. D. Fowler    | - | member of Greens Committee     |
| Mr. R. Fox       | - | member of Greens Committee     |