

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

Kimpton 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 2019.

The internal audit for 2018/19 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.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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.			✓
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.	✓		
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. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (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 authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

30/04/2018

Name of person who carried out the internal audit

Kevin Rose ACMA

Signature of person who carried out the internal audit



Date

10/04/2019

*If the response is 'no' you must include a note to 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).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

EN Kimpton Parish Council TY

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 2019, 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	N/A
			✓

*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:

24/04/2019

and recorded as minute reference:

19/042 c)

MINUTE REFERENCE

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

Chairman



Clerk



Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.kimptonpc.org.uk

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

EN Kimpton Parish Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	56,736	61,287	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	72,000	72,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	25,310	26,235	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	29,851	24,299	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	7,484	7,484	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	55,424	66,719	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	61,287	61,020	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	61,287	61,020	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	180,473	189,586	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	38,774	32,318	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, as a body corporate, 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 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 Governance and Accountability for Smaller Authorities – a 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

SIGNED

Date

24/04/2019

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

24/04/2019

as recorded in minute reference:

19/042 d)

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNED

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

EN Kimpton Parish Council TY

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

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*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)

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Kimpton Parish Council**

County Area (local councils and parish meetings only): **Hertfordshire**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on **Monday 17 June**

and ending on **Friday 26 July**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2019 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 17 June – Friday 26 July 2019. The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2019.)

Signed: *C Helman*

Role: Parish Clerk

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree with the column headed "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are on a cash and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority:

Kimpton Parish Council

County area (local councils and parish meetings only):

Hertfordshire

Financial year ending 31 March 2019

Prepared by (Name and Role):

Carina Helmn, Clerk and RFO

Date:

03/04/2019

£

£

Balance per bank statements as at 31/3/19:

Unity Trust
Barclays
CCLA
account 4
[add more accounts if necessary] account 5
account 6
account 7
account 8

12,949.4
3,070.3
45,000.0

61,019.7

Petty cash float (if applicable)

-

Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers)

item 1
item 2
item 3
item 4
[add more lines if necessary] item 5
item 6
item 7
item 8

Add: any un-banked cash as at 31/3/19

-

Net balances as at 31/3/19 (Box 8)

61,019.7

Kimpton Parish Council

Bank Reconciliation		Unity Trust A/C	Barclays A/C	CCLA
Opening cashbook balance	01/04/2018	13,294.00	2,992.87	45,000.00
Receipts		98,017.98	7,216.98	0.00
Payments		98,362.60	7,139.58	0.00
Closing cashbook balance		12,949.38	3,070.27	45,000.00
Uncleared				
Receipts		0.00	0.00	0.00
Payments		0.00	0.00	0.00
Closing Bank Balance		12,949.38	3,070.27	45,000.00
Per bank	31/03/2019	12,949.38	3,070.27	45,000.00
Difference		0.00	0.00	0.00

61,286.87
105,234.96
105,502.18
61,019.65

61,019.65



Kimpton Parish Council

Transaction listing for account 60-83-01 20342858 from 01 Apr 2018 to 31 Mar 2019

Date	Time	Description	Serial No	Debits	Credits	Balance
28Mar2019		B/P to: HMRC		(321.25)		12,949.38
28Mar2019		S/O to: Herts CC LGPS		(454.74)		13,270.63
27Mar2019		B/P to: HMRC		(0.20)		13,725.37
22Mar2019		B/P to: R J Dawes		(324.00)		13,725.57
22Mar2019		S/O to: C E Helmn		(1,241.08)		14,049.57
21Mar2019		B/P to: Andrews of Kimpton		(4,544.00)		15,290.65
21Mar2019		B/P to: Andrews of Kimpton		(265.00)		19,834.65
21Mar2019		B/P to: CPM Playgrounds Lt		(156.00)		20,099.65
20Mar2019		B/P to: Wicksteed Leisure		(61.80)		20,255.65
20Mar2019		B/P to: R J Dawes		(360.00)		20,317.45
20Mar2019		B/P to: J & RA Boreham		(60.00)		20,677.45
20Mar2019		B/P to: R J Dawes		(324.00)		20,737.45
20Mar2019		B/P to: Bradstock Power To		(285.16)		21,061.45
19Mar2019		B/P to: Andrews of Kimpton		(1.00)		21,346.61
15Mar2019		B/P to: Deeks Electrical		(179.00)		21,347.61
06Mar2019		B/P to: Draincare Ltd		(345.00)		21,526.61
06Mar2019		B/P to: CommunityHeartbeat		(2,544.00)		21,871.61
05Mar2019		PETERS GREEN VIL			200.00	24,415.61
05Mar2019		Direct Debit (EDF ENERGY)		(33.00)		24,215.61
04Mar2019		Direct Debit (PUBLIC WORKS LOANS)		(3,742.18)		24,248.61
04Mar2019		PUBLIC SECTOR DEPO			27.30	27,990.79
28Feb2019		B/P to: HMRC		(321.25)		27,963.49
28Feb2019		S/O to: Herts CC LGPS		(454.74)		28,284.74
25Feb2019		NEIL BURNS			459.81	28,739.48
22Feb2019		B/P to: Deeks Electrical		(1.00)		28,279.67
22Feb2019		B/P to: Kimpton Memorial H		(128.91)		28,280.67
22Feb2019		B/P to: Spectrum IT Suppor		(30.00)		28,409.58
22Feb2019		B/P to: Konica Minolta		(122.33)		28,439.58
22Feb2019		B/P to: OUEM		(167.50)		28,561.91
22Feb2019		B/P to: Bradstock Power To		(524.00)		28,729.41
22Feb2019		S/O to: C E Helmn		(1,241.08)		29,253.41
19Feb2019		Rejected Bill Payment- Draincare Ltd			345.00	30,494.49
18Feb2019		B/P to: Draincare Ltd		(345.00)		30,149.49
18Feb2019		B/P to: FC & D Manning		(191.00)		30,494.49
11Feb2019		B/P to: R J Dawes		(324.00)		30,685.49
11Feb2019		B/P to: Bradstock Power To		(1.00)		31,009.49
11Feb2019		B/P to: Konica Minolta		(57.66)		31,010.49
11Feb2019		B/P to: Neil Burns		(459.81)		31,068.15



Transactions

COMMUNITY

20-74-09 90579416

Available balance ?	£1,908.21
Last night's balance ?	£1,908.21
Overdraft limit	£0.00

Showing 1-50 of 77 transactions between 01/04/2018 and 31/03/2019

[Don't recognise a transaction?](#)[Export All](#)[Download all \(PDF\)](#)[Print page](#)[See your pending debit card transactions](#) [?](#)

Date	Description	Money In	Money Out	Balance
29/03/2019	WWW.PARAGON.NET.UK		-£7.19	£3,070.27
19/03/2019	DRI CRASHPLAN FOR		-£2.33	£3,077.46
12/03/2019	NORTON *AP12780356		-£79.99	£3,079.79
06/03/2019	BRITISH TELECOM		-£52.44	£3,159.78
19/02/2019	DRI CRASHPLAN FOR		-£2.38	£3,212.22
11/02/2019	KIMPTON PARISH COU	£1,500.00		£3,214.60
01/02/2019	AFFINITY FOR BUSIN		-£471.78	£1,714.60

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STATEMENT

Mrs C E Helmn
Parish Room
Memorial Hall
Hall Lane
Kimpton
HITCHIN
Hertfordshire
SG4 8RD
UK

CLIENT: KIMPTON PARISH COUNCIL

ACCOUNT NAME:

ACCOUNT NUMBER: 0105360001PC

Statement at 31 March 2019

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/03/19	Brought Forward			45,000.00	
31/03/19	Carried Forward			45,000.00	

Statement of Dividends paid during the month to 31 March 2019

Date	Receiving Account	Amount Paid £
29-03-19	Nominated bank account	28.32

Explanation of variances – pro forma

Name of smaller authority:

Kington Parish Council
County area (local councils and
Hasthordshire

Insert figures from Section 1 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

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

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	56,736	61,287				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	72,000	72,000	0	0.00%	NO		
3 Total Other Receipts	25,310	26,315	925	3.65%	NO		
4 Staff Costs	20,851	24,399	-5,552	18.60%	YES		Reduction in staff costs as street warden retired in Feb 2018. Litter picking now by a contractor.
5 Loan Interest/Capital Repayment	7,484	7,484	0	0.00%	NO		
6 All Other Payments	55,424	60,719	11,295	20.38%	YES		Exceptional expenditure items: tree works £4,545, donation to hall refurbishment £4,387+ £1,853
7 Balances Carried Forward	61,287	61,020			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	61,287	61,020				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	180,473	189,588	9,113	5.05%	NO		
10 Total Borrowings	38,774	32,316	-6,456	16.65%	YES		Reduction in balance outstanding due to repayments made

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Contact details

Name of smaller authority: **Kimpton Parish Council**

County Area (local councils and parish meetings only): **Hertfordshire**

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Carina Helmn	Neil Burns
Address	Parish Room Kimpton Memorial Hall Hall Lane Kimpton Herts SG4 8RD	The Chapel The Green Kimpton Herts SG4 8RZ
Daytime telephone number	01438 832573	01438 832960
Mobile telephone number	07891 452832	07984 965553
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**United Kingdom
Debt Management
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Public Works Loan Board

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The Clerk
Kimpton Parish Council
Memorial Hall
Hall Lane
Kimpton
HITCHIN
SG4 8RD

Our Ref : 07627

Date : 03 April 2019

Dear

KIMPTON PARISH COUNCIL (HERTS) - PWLB BALANCE OUTSTANDING AS AT 31 March 2019

Further to your recent enquiry, the schedule below details the balances outstanding on the loans to your authority from the Public Works Loan Commissioners.

Loan Type	Repayment Due	Balance		No. of Accounts
		£	p	
Fixed	4 March 4 September	32,318.25		2
Total Balance Outstanding		32,318.25		2

Yours sincerely,

Laurel Greene
for Secretary

Ref no	Description	Date acquired	Value	Actual value (over £500)	Location	Disposal/discharge
1	Parkfield Sports Ground		Purchase cost	£ 24,750.00	Parkfield Sports Ground	
2	Football Pavilion	Apr-08	Building cost	£ 100,000.00	Recreation Ground	
3	Recreation Ground		Purchase cost	£ 300.00	Recreation Ground	
4	Land off Coopers hill		Purchase cost	£ 1.00	Coopers Hill	
5	Parkfield Amenity Area		Purchase cost	£ 1.00	Parkfield Amenity Area	
6	The Green, Kimpton		Nominal value, Village Green	£ 1.00	The Green, Kimpton	
7	The Green, Peter's Green		Nominal value, Village Green	£ 1.00	The Green, Peters Green	
8	Play equipment	Oct-09	Purchase cost	£ 18,010.00	Recreation Ground	
10	Bus shelter		Insurance value at 2010	£ 1,664.00	High Street, by school	
11	Bus shelter		Insurance value at 2010	£ 1,664.00	Blackmore End	
12	Bus shelter		Insurance value at 2010	£ 1,664.00	High Street, Luton Road	
13	Parish Map		Insurance value at 2010	£ 1,637.00	Within school grounds	
14	Performa Arch	Feb-11	Purchase cost	£ 5,777.00	Recreation Ground	
15	Coopers Hill Multiplay unit	May-12	Purchase cost	£ 8,256.00	Wren Close	
16	Trailer	Jul-12	Purchase cost	£ 619.00	Bench Working Party	
17	Metal bench seat	Oct-12	Purchase cost	£ 1,550.00	Jubilee Garden FP34	
18	Playhouse	May-13	Purchase cost	£ 1,580.00	Recreation Ground	
19	Crazy Daisy	May-13	Purchase cost	£ 790.00	Recreation Ground	
20	Dell laptop	Jan-14	Purchase cost	£ 429.00	Parish Room	
21	Notice board	Jul-15	Purchase cost	£ 1,180.00	Kimpton Primary School	
22	Notice board	Jul-15	Purchase cost	£ 458.00	Peters Green	
23	Notice board	Jul-15	Purchase cost	£ 375.00	High Street west end	
24	Defibrillator and cabinet	Oct-15	Purchase cost	£ 1,995.00	Kimpton Primary School	
25	Defibrillator	Oct-15	Purchase cost	£ 975.00	Kimpton Memorial Hall	
26	Notice board	Nov-15	Purchase cost	£ 458.00	Claggy Road	
27	Playequipment, Schoolscape	Sep-16	Purchase cost	£ 5,233.00	Wren Close	
28	Portable football posts	Apr-17	Purchase cost	£ 1,105.00	Recreation Ground	
29	6x24m Marquee	Oct-18	Purchase cost	£ 4,373.00	Recreation Ground	
30	Mistletoe lights	Dec-18	Purchase cost	£ 1,970.00	The Green	
31	Stihl Brush and accessories	Feb-19	Purchase cost	£ 675.00	Boiler Room	
32	Defibrillator and cabinet	Mar-19	Purchase cost	£ 2,095.00	Claggy Road	

