

Contact details

Name of smaller authority: CARLBY PARISH COUNCIL

County Area (local councils and parish meetings only): SOUTH KESTIVEN DISTRICT COUNCIL
LINCOLNSHIRE

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

	Clerk/RFO (Main contact)	Chair
Name	ROBIN MORRISON	JOHN BAVISTER
Address	c/o VILLAGE HALL HIGH STREET CARLBY PE9 4LX	35 HIGH ST CARLBY STAMFORD Lincs PE9 4LX
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Smaller authority name: **Carlby Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement 25 June 2018 (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2018, these documents will be available on reasonable notice by application to:</p> <p>(b) Robin Morrison, Clerk to the Council, c/o Village Hall, High Street, Carlby, PE9 4LX, 07944 054546, clerkcarlby@gmail.com</p> <p>Or, may be viewed at: http://parishes.lincolnshire.gov.uk/Carlby/ and select Annual Statements of Account.</p> <p>commencing on (c) Monday 2 July 2018</p> <p>and ending on (d) Friday 10 August 2018</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 1 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e) Robin Morrison, Clerk and Responsible Financial Officer, Carlby Parish Council.</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Bank reconciliation – pro forma

Name of smaller authority: CARLBY PARISH COUNCIL

County area (local councils and parish meetings only): SOUTH KESTIVEN, LINCOLNSHIRE

Financial year ending 31 March 2018

Prepared by ROBIN MORRISON, CLERK AND (Name and role)
RESPONSIBLE FINANCIAL OFFICER

Date 2 JUNE 2018

Balance per bank statements as at 31 March 2018:	£	£
		<u>546</u>
Petty cash float (if applicable)	0	
Less: any un-presented cheques at 31 March 2018	0	
		<u>0</u>
Add: any un-banked cash at 31 March 2018		
		<u>546</u>
Net balances as at 31 March 2018 (Box 8)		<u>546</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)	2 089	
Add: Receipts in the year	15 727	
Less: Payments in the year	17 270	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		<u>546</u>

(See [example](#) for guidance if required)

Explanation of variances – pro forma

Name of smaller authority: CARLBY PARISH COUNCIL

County area (local councils and parish meetings only): SOUTH KESTEVEN, LINCOLN SHIRE

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 £)
Box 2 Precept or Rates and Levies	5923	7300	1337	19	
Box 3 Total other receipts	694	8427	7733	98	Box 3 is higher because of Neighbourhood Plan Grant of £6795 and vat refund on Neighbourhood Plan expenditure of £1082
Box 4 Staff costs	1609	1853	244	13	—
Box 5 Loan interest/ capital repayments	NIL	NIL	—	—	—
Box 6 All other payments	5225	15417	10192	66	Box 6 is higher because Neighbourhood plan expenditure of £6578 and purchase of Village Sign at £3300
Box 9 Total fixed assets & long term investments & assets	16872	6416	10456	62	Box 9 is higher because Fixed Assets for 2016/17 were valued at replacement cost but for 2017/18 we valued at cost price
Box 10 Total borrowings	NIL	NIL	—	—	—
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:				

Schedule for submission to external auditor

'No' or 'Not covered' on the Annual Internal Audit Report

Authority name: Carlby Parish Council

Person carrying out the internal audit: Joe Scott

Internal Audit Objective Conclusion: F

This objective is rated 'Not covered' as Carlby Parish Council does not operate a petty cash system. All payments and receipts are processed through the bank account.