

# Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

**BURTON-IN-KENDAL 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 2020, that:

	Agreed		Yes' means that this 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.	✓		considered 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 financial 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 fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*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 must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

16/07/2020

and recorded as minute reference:

2020 - 20 Item 10

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.burton-in-kendal-pc.gov.uk

## Section 2 – Accounting Statements 2019/20 for

### BURTON-IN-KENDAL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	16848	25326	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	16283	17295	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	27182	1619	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	4276	4615	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	NIL	NIL.	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	30712	33912.	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	25326.	5711	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	25326	5711	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	98862 <del>101162</del>	98862	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	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, 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 2020 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



Date

16/7/20

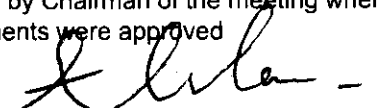
I confirm that these Accounting Statements were approved by this authority on this date:

16/07/2020

as recorded in minute reference:

2020-20 Item 10

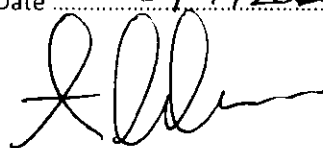
Signed by Chairman of the meeting where the Accounting Statements were approved



BURTON-IN-KENDAL PARISH COUNCIL			
Summary Income and Expenditure Account for the Year Ending 31 March 2020			
2018-19		EXPENDITURE	2019-20
3031.25		Lengthsman's Hours	2963.15
140.5		Lengthsman's Expenses	136.00
2424		Grass Cutting	2508
212.79		Playground inc inspection & Maintenance	170
85		Playground Rent	85
859.18		Lighting	979.41
2075		Insurance	2154.97
1450.15		Contingencies & Projects	2030
125		Website	0
150		\$137 Subs and Donations	120
0		Audit	288
0		Election Costs	0
4276.8		Clerk Salary	4615.2
564.76		Stationery etc	349.49
220		Room Hire	192
153		Training	80
297		CALC Subs	258.99
17170.88		PISCA Expenditure	10597.46
1752.6		CIL Expenditure	11000
34987.91		<b>TOTAL EXPENDITURE</b>	38527.67
		<b>INCOME</b>	
16283		Precept	17294.51
451.6		Council Support Grant	418.49
20.96		Interest	39.18
		Other Incme	256
		Grants & VAT	405.37
17000		PISCA Income	500
9709.63		CIL Income	
43465.19		<b>TOTAL INCOME</b>	18913.55
		<b>CUMULATIVE BALANCE</b>	
16848.32		Balances Brought Forward	25325.6
43465.19		Add Total Income	18913.55
34987.91		Less Total Expenditure	-38527.67
25325.6		<b>Balance Carried Forward</b>	5711.48
25552.1		<b>BANK BALANCES AT 31 MARCH</b>	5979.88
186.5		Less Cheques not presented	268.4
40		Add Cheques not banked	
25325.6		<b>Balance Carried Forward</b>	5711.48

The above statement represents fairly the financial position of the Parish Council at 31 March 2020 and is a true statement of its income and expenditure during the year.

Approved by Council Date 16/7/2020



Chairman



Clerk / Rfo.