

**Sibford Gower Parish Council**  
**Annual Governance & Accountability Return (AGAR)**  
**ANALYSIS OF VARIANCES 2018-19**

**Section 1 – Annual Governance Statement**

Item	Yes	No	Explanation
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		
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.	✓		
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.	✓		
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.		✓	As a new Parish Council we identified risks during 2018/19 as they arose, and took appropriate action, including: <ul style="list-style-type: none"> <li>• councillor &amp; clerk training</li> <li>• new internet enabled bank account</li> <li>• signing powers review</li> <li>• key supplier review</li> <li>• website redesign &amp; major update;</li> <li>• policy &amp; procedures review including new planning applications process</li> <li>• structured budget review to inform 2019/20 precept notification</li> <li>• new parish notice board.</li> </ul> We undertook a more structured Risk Assessment in April 2019, which will inform our action priorities for 2019/20.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		
7. We took appropriate action on all matters raised in reports from 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.	✓		

## Section 2 - Accounting Statements

Item	Year Ending			Variance	Explanation
	31 Mar 18 (reported)	31 Mar 18 (corrected)	31 Mar 19		
1. Balances brought forward	12,836	12,836	12,597	-240	Rounding error corrected.
2. (+) Precept or Rates & Levies	+4,692	+7,500	+6,400	-1,100	Incorrect amount reported for 2017/18 [should have been £7,500]. Variance against corrected amount is due to £1,100 reduction in precept requested.
3. (+) Total other receipts	+5,491	+2,683	+3,815	+1,132	Incorrect amount reported for 2017/18 [should have been £2,683]. Variance against corrected amount is due to an increase in VAT refunded, and to an improved shared funding claim process.
4. (-) Staff costs	-1,920	-1,920	-2,837	+917	Staff costs increased due to payment of salary for new Parish Clerk at NALC recommended rate (2 <sup>nd</sup> half year only).
5. (-) Loan interest / capital repayments	-0	-0	0	-	
6. (-) All other payments	-8,503	-8,503	-7,924	-579	Increased spend on training and new notice board, offset by reductions arising from improved groundworks contract control and reduced discretionary spend.
7. (=) Balances carried forward	12,596	12,597	12,050	-546	Net deficit increased due to above variances.
8. Total value of cash & short term investments	12,596	12,597	12,050	-546	
9. Total fixed assets plus long term investments	829	829	1,710	+881	Fixed assets increased due to addition of new Notice Board, included in asset register at renewal cost, excluding VAT.
10. Total borrowings	0	0	0	-	

### Bank Reconciliation

#### Bank Statements at 31<sup>st</sup> March 2019

... at Bank of Ireland	£ 109.62
... at Lloyds Bank	£11,611.24
<b>Statements Total</b>	<b>£11,720.86</b>

#### Adjustments

... plus Pending receipts	£ 440.54
... less Pending payments	£ (110.99)
<b>Year End Balance</b>	<b>£12,050.41 (= Box 7 above)</b>

Signature of RFO: \_\_\_\_\_ Date: 17-06-19

Signature of Meeting Chairman: \_\_\_\_\_ Date: 17th June 2019