Confirmation regarding the exercise of public rights

Parish Council name: RUSHTON PARISH COUNCIL

The Parish Council must inform the electorate of an exact 30 working day period during which public rights may be exercised.

The inspection period must **commence no later than 1 September 2020**

It must start at least one day after the annual return has been published on your website (or noticeboard for parish meetings) and publication must be as soon as practical after the unaudited annual return has been approved by the Parish Council.

Working days are defined as Monday – Friday. They **do not** include Saturdays, Sundays and Bank holidays.

(See calendar guide overleaf)

The inspection period commences on: September 1st 2020

And ends on: October 12th 2020

Signed: R.J.S. Sherratt Date: August 15th 2020

Position held: R.F.O.

Local council name: RUSHTON PARISH COUNCIL

Notice of appointment of date for the exercise of public rights

Accounts for the year ended 31st March 2020

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

1. Date of announcement: August 15th 2020 (a)

2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2020 these documents will be available on reasonable notice on application to:

(b) Mrs J. Sherratt
Lea Farm
Meerbrook Leek
Staffs ST13 8SR

commencing on (c) September 1st 2020

and ending on (d) October 12th 2020

3. Local Government Electors and their representatives also have:
   - the opportunity to question the auditor about the accounts; and
   - the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Council (f).

   The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.

4. The Council is exempt from audit under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. However, the following auditor has been appointed to allow local government electors and their representatives to exercise their rights:

   Mazars LLP, Salvus House, Aykley Heads, Durham, DH1 5TS

5. This announcement is made by (e)) Mrs J. Sherratt

(a) Insert date of placing of this notice on your website.

(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.

(c)And (d) The inspection period must be 30 working days in total and commence no later than 1 September 2020.

(e) Insert name and position of person placing the notice

Annual Internal Audit Report 2019/20

RUSHTON 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 2020.

The internal audit for 2019/20 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 2018/19, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")*	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		

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

19 08 2020

Name of person who carried out the internal audit

JILL GOLDSTRAW

Signature of person who carried out the internal audit

J. Goldstraw

Date

19 08 2020

*If the response is 'no' please 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).

Attachment 1.2

Explanation of significant variances in the accounting statements - Section 2

Parish Council name: RUSHTON PARISH COUNCIL

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be '*compensating*' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. **We also ask you to explain any change where there is a movement to or from zero.** Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	2018/19 £	2019/20 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £10)
Box 2 *Precept*	3,525	3,600	+ 75	/
Box 3 *Other income*	1,936	3,717	+ 1,781	+ 1,791 extra Neighbourhood Plan Grant received - 5 Council Tax Support Grant - 5 Neighbourhood Plan
Box 4 *Staff costs*	1,151	1,737	+ 586	£ 586 extra paid to Village Lengthsman
Box 5 *Loan interest/ capital*	NIL	NIL	-	/
Box 6 *Other payments*	1,487	1,944	+ 457	+ 270 2 yrs S.P.C.A. " " + 150 Donation to "Link" + 112 Extra spent on Neighbourhood Plan - 72 (3) Leek Signs
Box 7 *Balances carried forward*	6,557	10,193	+ 3,636	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. £3,715 now been spent on Neighbourhood Plan.
Box 9 *Fixed assets & long term assets*	37,694	37,694	-	**Explain all movements in this category and not just those above 15%** /
Box 10 *Total borrowing*	NIL	NIL	-	/