

Smaller authority name: **Ludgershall Town Council**

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

Local Audit and Accountability Act 2014 Sections 25, 26 and 27

The Accounts and Audit Regulations 2015 (SI 2015/234)

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

NOTICE

NOTES

1. Date of announcement _____ 14th August 2020 _____ (a)

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit 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 2020, these documents will be available on reasonable notice by application to:

(b) Karen Allingham – Town Clerk/RFO
22 High Street, Ludgershall, SP11 9TE
01264 391629 or info@ludgershall-tc.gov.uk

_____ commencing on (c) Monday 17th August 2020
_____ and ending on (d) Monday 28th September 2020

3. Local government electors and their representatives also have:

- 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.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
15 Westery Circus
Canary Wharf
London E14 4HD
(sba@pkf-littlejohn.com)

5. This announcement is made by (e) Karen Allingham – Town Clerk/RFO

(e) Insert name and position of person placing the notice – this person must be the Chair of the parish meeting

(d) The inspection period between (c) and (d) must be 30 working days inclusive and must start on or before 1 September 2020

(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

(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Chair or other person to which any person may apply to inspect the accounts

(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Ludgershall Town 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	No*
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.		✓	
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.		✓	
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability including financial reporting and, if required, independent examination or audit.		✓	

Agreed		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.				✓
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.		✓		
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.		✓		
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability including financial reporting and, if required, independent examination or audit.		✓		

*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:

12/08/2020

and recorded as minute reference:

024-20/21

Chairman

Clerk

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

SIGNATURE REQUIRED

SIGNATURE REQUIRED

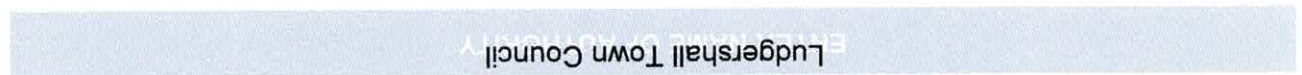
Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

https://www.ludgershall-tc.gov.uk/ AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

Ludgershall Town Council



Notes and guidance	Year ending	
	31 March 2019	31 March 2020
Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	£	£
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.	240,514	306,873
Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	148,263	161,964
3. (+) Total other receipts	91,960	77,086
Total income or receipts as recorded in the cashbook less grants received.		
4. (-) Staff costs	47,892	50,313
Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers' contributions, gratuities and severance payments.		
5. (-) Loan interest/capital repayments	0	0
Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).		
6. (-) All other payments	125,972	220,930
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	306,873	274,680
Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).		
1. Balances brought forward	240,514	306,873
2. (+) Precept or Rates and Levies	148,263	161,964
3. (+) Total other receipts	91,960	77,086
4. (-) Staff costs	47,892	50,313
5. (-) Loan interest/capital repayments	0	0
6. (-) All other payments	125,972	220,930
7. (=) Balances carried forward	306,873	274,680
8. Total value of cash and short term investments	316,067	269,639
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	370,833	404,344
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	0	0
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

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

Date: 12/08/2020

12/08/2020 as recorded in minute reference: 025 - 20/21

I confirm that these Accounting Statements were approved by this authority on this date: 12/08/2020