

Smaller authority name:

KINGS HILL PARISH COUNCIL

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

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

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

**NOTICE**

**NOTES**

1. Date of announcement 16th MAY 2019 (a)

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

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 2019, these documents will be available on reasonable notice by application to:

(b) JULIE MILNER, WORK & RFO, 70 GIBSON DRIVE,  
KINGS HILL, WEST MAUNDE, KENT  
ME19 4LG

(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

commencing on (c) Monday 17 June 2019

(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

and ending on (d) Friday 26 July 2019

(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.

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)  
1 Westferry Circus  
Canary Wharf  
London E14 4HD  
([sba@pkf-littlejohn.com](mailto:sba@pkf-littlejohn.com))

5. This announcement is made by (e) JULIE MILNER, WORK & RFO

(e) Insert name and position of person placing the notice - this person must be the responsible financial officer for the smaller authority

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### **The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### **A final word**

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

## LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

### The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

### The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect 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. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2019 for 2018/19 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 i “Year ending 31 March 2019” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and pay complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **Kings Hill Parish Council**

County area (local councils and parish meetings only):

**Financial year ending 31 March 2019**

Prepared by (Name and Role): **Julie Miller Clerk and RFO**

Date: **31/03/2019**

	£	£
<b>Balance per bank statements as at 31/3/19:</b>		
Santander Bus Ac	-	
Santander Dep Ac	-	
Unity Dep Ac	53,022	
Unity Current Ac	28,360	
	<hr/>	81,382
Petty cash float (if applicable)		927
Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers)		
D Waller	(92)	
	<hr/>	(91.56)
Add: any un-banked cash as at 31/3/19		
Bar Takings	4,012.10	
	<hr/>	4,012
<b>Net balances as at 31/3/19 (Box 8)</b>		<u><u>86,229</u></u>



## Explanation of variances – pro forma

Name of smaller authority: **Wings Hill Parish Council**  
County and local council area: **Wings Hill Parish Council**

Insert figures from Section 1 of the AGAR in all blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/minis. & levies value (Box 2).

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)																																																		
1 Balances Brought Forward	86,769	188,753																																																							
2 Precept or Rates and Levies	279,138	292,897	13,759	4.93%	NO																																																				
3 Total Other Receipts	481,940	483,920	1,980	0.41%	NO																																																				
4 Staff Costs	310,094	401,001	90,307	29.07%	YES		<table border="1"> <tr> <td>Office Staff</td> <td>£ 86,438.00</td> <td>£ 93,349.00</td> <td>£ 6,911.00</td> <td>Additional hours in parish office due to workload</td> </tr> <tr> <td>Pensions</td> <td>£ 11,643.00</td> <td>£ 23,475.00</td> <td>£ 11,832.00</td> <td>New entrants into schemes - re-enrolment</td> </tr> <tr> <td>Cleaners</td> <td>£ 10,190.00</td> <td>£ 8,258.00</td> <td>£ -1,932.00</td> <td>Reduction in cleaning service provision</td> </tr> <tr> <td>Facility</td> <td>£ 66,446.00</td> <td>£ 99,071.00</td> <td>£ 32,625.00</td> <td>Recruitment of two new duty managers</td> </tr> <tr> <td>Grounds staff</td> <td>£ 41,196.00</td> <td>£ 33,269.00</td> <td>£ -7,927.00</td> <td>Change of contract from overtime to annualised hours</td> </tr> <tr> <td>Café</td> <td>£ 39,235.00</td> <td>£ 78,679.00</td> <td>£ 39,444.00</td> <td>Café moved in house part way through 17/18; this year is a full year</td> </tr> <tr> <td>CC Office</td> <td>£ 17,114.00</td> <td>£ 27,927.00</td> <td>£ 10,813.00</td> <td>Recruitment of bookings clerk</td> </tr> <tr> <td>Caretakers</td> <td>£ 37,110.00</td> <td>£ 35,736.00</td> <td>£ -1,374.00</td> <td>Reduction in caretaking service provision</td> </tr> <tr> <td>KHCC bar</td> <td>£ 1,322.00</td> <td>£ 1,238.00</td> <td>£ -84.00</td> <td>Less functions in 18/19 compared to 17/18</td> </tr> <tr> <td></td> <td>£ 310,094.00</td> <td>£ 401,002.00</td> <td>£ 90,908.00</td> <td></td> </tr> </table>	Office Staff	£ 86,438.00	£ 93,349.00	£ 6,911.00	Additional hours in parish office due to workload	Pensions	£ 11,643.00	£ 23,475.00	£ 11,832.00	New entrants into schemes - re-enrolment	Cleaners	£ 10,190.00	£ 8,258.00	£ -1,932.00	Reduction in cleaning service provision	Facility	£ 66,446.00	£ 99,071.00	£ 32,625.00	Recruitment of two new duty managers	Grounds staff	£ 41,196.00	£ 33,269.00	£ -7,927.00	Change of contract from overtime to annualised hours	Café	£ 39,235.00	£ 78,679.00	£ 39,444.00	Café moved in house part way through 17/18; this year is a full year	CC Office	£ 17,114.00	£ 27,927.00	£ 10,813.00	Recruitment of bookings clerk	Caretakers	£ 37,110.00	£ 35,736.00	£ -1,374.00	Reduction in caretaking service provision	KHCC bar	£ 1,322.00	£ 1,238.00	£ -84.00	Less functions in 18/19 compared to 17/18		£ 310,094.00	£ 401,002.00	£ 90,908.00	
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5 Loan Interest/Capital Repayment	42,698	39,138	-3,558	8.33%	NO																																																				
6 All Other Payments	305,704	420,718	115,014	37.62%	YES		The Council installed a new play area at the Sports Park at a cost of £115k.																																																		
7 Balances Carried Forward	188,753	104,713			NO	VARIANCE EXPLANATION NOT REQUIRED																																																			
8 Total Cash and Short Term Investments	159,836	88,229				VARIANCE EXPLANATION NOT REQUIRED																																																			
9 Total Fixed Assets plus Other Long Term Investments and	206,043	205,627	-416	0.20%	NO																																																				
10 Total Borrowings	401,340	377,732	-23,608	5.88%	NO																																																				

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

### KINGS HILL 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 2019, 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant</i>
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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts</i>

\*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 should be published with the Annual Governance Statement.

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

15/5/19

and recorded as minute reference:

FC19177

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

Chairman

*A.M. Barnes*

Clerk



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

Authority web address

[www.kingshillparish.gov.uk](http://www.kingshillparish.gov.uk)