

HAMPSHIRE COUNTY COUNCIL**Report**

Committee/Panel:	Sir George Staunton Country Park Joint Management Committee
Date:	23 June 2014
Title:	Small Bodies Annual Return 2013/14
Reference:	5929
Report From:	Report of the Honorary Treasurer

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1. Introduction

1.1. Sir George Staunton Country Park is required to submit an annual return by 30 June 2014 summarising its financial activities for the financial year 1 April 2013 to 31 March 2014. This return comprises four sections:

- the Accounting Statements
- the Annual Governance Statement
- the external auditor's certificate and opinion
- the internal auditor's report

2. Annual Governance Statement

2.1. The Annual Governance Statement for the 2013/14 financial year is attached at Appendix A. Appendix B contains some explanatory notes to demonstrate how the Park complies with the requirements of the statement.

2.2. The Committee is requested to consider and approve the Annual Governance Statement, so it can be signed by the Chair and the Committee Clerk and submitted for audit.

3. Accounting Statement 2013/14

3.1. The Accounting Statement provides a high level summary of the 2013/14 financial activity of Sir George Staunton Country Park, which is attached at Appendix C. It reflects the detailed financial position covered in the Final Accounts Report, which is presented as a separate item on the Agenda.

- 3.2. The Committee is requested to approve the Accounting Statement, so it can be signed by the Chair and the Committee Clerk and submitted for audit.

4. External auditor's certificate and opinion

- 4.1. BDO LLP are the appointed external auditors for Sir George Staunton Country Park and will complete this section of the return following the conclusion of their audit.

5. Internal auditor's report

- 5.1. An internal audit of Sir George Staunton Country Park is carried out once every three years as part of a risk assessed cyclical programme. An audit was carried out during March 2014.
- 5.2. Where appropriate, reliance is placed on assurance work carried out on HCC corporate systems used by the park to avoid duplication and additional cost to the body.
- 5.3. The internal auditor's report is attached at Appendix D.

6. Recommendations

- 6.1. That the Annual Governance Statement for 2013/14 is agreed by the Committee and signed by the Chair and Clerk.
- 6.2. That the Accounting Statement for 2013/14 is approved by the Committee and signed by the Chair.

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of **SIR GEORGE STAUNTON COUNTRY PARK JMC** our responsibility for ensuring that there is a sound system of internal control, including 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 2014, that:

	Agreed –		'Yes' means that the body:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.			prepared its accounting statements in the way prescribed by law.
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 the body to conduct its business or on 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 has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5 We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the body's 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 the body.
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 the body 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.

This annual governance statement is approved by the body and recorded as minute reference

✗

✗ dated

Signed by:

Chair ✗

dated ✗

Signed by:

Clerk ✗

dated ✗

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the body will address the weaknesses identified.

Appendix B

Sir George Staunton Country Park – Annual Governance Statement

1. The Sir George Staunton Country Park budgets are governed by the financial standing orders and procedures of Hampshire County Council, with the accounts prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom.
2. HCC's financial systems and procedures ensure segregation of duties, including financial limits of responsibility.

Fraud and irregularity prevention, detection and investigation is covered by HCC's internal auditors, including the assessment of the effectiveness of controls and detection processes.

3. The officers are kept informed of changes in the law and regulations (through a variety of groups and forums) which could have an effect on the running of the Park or its finances. The Park has not knowingly acted outside its legal powers.
4. A "Notice of Public Rights" is displayed in the Visitor Centre each year, inviting anyone to arrange a time to inspect the accounts between specific dates (20 working days).
5. The Staunton Park management team discuss and assess all risks at their regular meetings, and decide upon a course of action. The Park is covered by HCC's self-insurance scheme. The Park also benefits from regular advice visits and inspections by the Culture, Communities and Business Services (CCBS) Risk & Safety team. Financial advice is provided by Hampshire County Council as is the Internal Audit service.

Financial reports are produced for and discussed at each of the regular meetings of the Joint Management Committee. These reports discuss the current financial performance of the Park and projections for future income and expenditure, as well as looking ahead to future financial risks and the potential ways in which these can be mitigated.

The Country Park land is not owned by the Joint Management Committee and therefore all associated risks and liabilities arising from the land and built assets remain with the owners. The JMC is therefore only responsible for the financial risks associated with the running of the Sir George Staunton Country Park.

The Sir George Staunton Country Park staff are currently employed by Hampshire County Council. The staff work under the operational procedures, including financial and health and safety, of Hampshire County Council.

6. Sir George Staunton Country Park uses HCC's financial systems and procedures.

Internal audit of Sir George Staunton Country Park is carried out on a cyclical basis (currently once every three years) with reliance placed on assurance work carried out on HCC's corporate systems to avoid duplication and additional costs for the Park. This is considered an appropriate, proportionate and risk based approach to the internal audit requirements of the Park.

7. The Park staff have responded to all matters brought to their attention via internal and external audits.

The Committee supported the Officer responses to the Issues Arising report from the external auditors at the meeting of 6 February 2014.

8. The annual financial accounts take into account everything relating to each financial year regardless of when the activity took place.

Section 1 – Accounting statements 2013/14 for:

Enter name of reporting body here: **SIR GEORGE STAUNTON COUNTRY PARK JOINT MANAGEMENT COMMITTEE**

	Year ending		Notes and guidance
	31 March 2013 £	31 March 2014 £	
1 Balances brought forward	-80,250	-82,146	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.
3 (+) Total other receipts	925,008	1,058,916	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	539,749	513,849	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	387,125	355,981	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	-82,146	106,940	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	-82,146	106,940	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 other long term investments and assets	102,023	0	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body 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).

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

x

x Date

I confirm that these accounting statements were approved by the body on:

x

and recorded as minute reference:

x

Signed by Chair of meeting approving these accounting statements:

x

Date x

SIR GEORGE STAUNTON COUNTRY PARK JMC

The body's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

Internal audit has been carried out in accordance with the body'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 the body.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The body's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual taxation or levy or funding 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 expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with body 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, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.	✓		

For any other risk areas identified by the body (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit: Neal Pitman

Signature of person who carried out the internal audit:  Date: 05/06/2014

*Note: 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, internal audit must explain why not (add separate sheets if needed).

CORPORATE OR LEGAL INFORMATION:**Links to the Corporate Strategy**

Hampshire safer and more secure for all:	yes/no
Corporate Improvement plan link number (if appropriate):	
Maximising well-being:	yes/no
Corporate Improvement plan link number (if appropriate):	
Enhancing our quality of place:	yes/no
Corporate Improvement plan link number (if appropriate):	

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

DocumentLocation

None

IMPACT ASSESSMENTS:

1. Equalities Impact Assessment:

- 1.1. Equality objectives are not considered to be adversely affected by the proposals in this report.

2. Impact on Crime and Disorder:

- 2.1. The proposals in this report are not considered to have any direct impact on the prevention of crime.

3. Climate Change:

- 3.1. How does what is being proposed impact on our carbon footprint / energy consumption?

There are no proposals within the report which will impact on carbon footprint/energy consumption.

- 3.2. How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

There are no proposals within the report which will impact on the need to adapt to climate change.