# Skerne And Wansford Parish Council

## Notice of conclusion of the audit and right to inspect the Annual Return

### Annual Return for the year ended 31 March 2014

Section 14 of the Audit Commission Act 1998

Accounts and Audit (England) Regulations 2011 (SI 2011/817)

| | Notes |
|---|---|
| 1. The audit of accounts for **Skerne And Wansford Parish Council** for the year ended 31 March 2014 has been concluded. | |
| 2. The Annual Return is available for inspection by any local government elector of the area of **Skerne And Wansford Parish Council** on application to: | |
| (a) JILL PICK<br>CHURCH COTTAGE<br>WANSFORD | (a) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return |
| 3. Copies will be provided to any local government elector on payment of £ 1 (b) for each copy of the Annual Return. | (b) Insert a reasonable sum for copying costs |
| Announcement made by: (c) JILL PICK CLERK | (c) Insert name and position of person placing the notice |
| Date of announcement: (d) 17/9/14 | (d) Insert date of placing of the notice |

# Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here: SKERNE & WANSFORD PARISH Council/~~Meeting~~

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

| | Year ending | | Notes and guidance |
|---|---|---|---|
| | 31 March 2013 £ | 31 March 2014 £ | 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. |
| 1 Balances brought forward | 1779 | 1527 | 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. |
| 2 (+) Annual precept | 2650 | 2800 | Total amount of precept received or receivable in the year. |
| 3 (+) Total other receipts | 2713 | 562 | Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here. |
| 4 (-) Staff costs | 1100 | 1100 | 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 council's borrowings (if any). |
| 6 (-) All other payments | 4515 | 2717 | 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 | 1527 | 1072 | 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 | 2698 | 1072 | 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 | 0 | 0 | The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council 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 **Disclosure note** Trust funds (including charitable) | yes | no | yes | no | The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions. |
|---|---|---|---|---|---|
| | | NO | | NO | |

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

Signed by Responsible Financial Officer

J. R. SIGNATURE REQUIRED

Date 20/5/2014

I confirm that these accounting statements were approved by the council on this date:

20/05/2014

and recorded as minute reference:

301 ~~207~~ 20i MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

I. C. SIGNATURE REQUIRED

Date 20/05/2014

# Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

SKERNE & WANSFORD PARISH Council/~~Meeting~~

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 | Agreed – No* | 'Yes' means that the council: |
|---|---|---|---|---|
| 1 | We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices. | YES | | 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. | YES | | 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 council to conduct its business or on its finances. | YES | | 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. | YES | | during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts. |
| 5 | We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | YES | | 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 council accounting records and control systems. | YES | | 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 council. |
| 7 | We took appropriate action on all matters raised in reports from internal and external audit. | YES | | 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 council and, where appropriate have included them in the accounting statements. | YES | | disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant. |
| 9 | Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | yes / no / NA: NA | | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. |

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

301 201

dated 20/05/2014

Signed by:

Chair [signature]

dated 20/05/2014

Signed by:

Clerk [signature]

dated 20/5/14

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

# Section 3 – External auditor certificate and opinion 2013/14

## Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 of

SKERNE & WANSFORD PARISH Council/~~Meeting~~

## Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2014; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

## External auditor report (ACHU0213)

On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the Council:

In the prior year external auditor report, we raised an issue regarding the incorrect treatment of an unpresented cheque which meant that Boxes 7 and 8 were not equal as they should have been. This year, the Council has not amended the Box 8 figure but has provided an explanation that indicated that there was a creditor at the year end in 2012/13, rather than an unpresented cheque. Thus the prior year figures for Boxes 6, 7 and 8 should be £3,344, £2,698 and £2,698 respectively and the current year figures for Boxes 1 and 6 should be £2,698 and £3,888 respectively. The Council prepares its accounts on a receipts and payments basis and must therefore recognise receipts and payments when they occur and must not accrue for income or expenditure.

External auditor signature PKF Littlejohn LLP

External auditor name PKF Littlejohn LLP

Date 18/8/14

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled Statement of Responsibilities of Auditors and of Audited Small Bodies.