

Section 1 – Accounting statements 2013/14 for

Enter name of
reporting body here:

GREAT FINBOROUGH 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 £			
1 Balances brought forward	8219	11710	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	6237	7105	Total amount of precept received or receivable in the year.		
3 (+) Total other receipts	14809	5371	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
4 (-) Staff costs	4487	4901	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	13068	6958	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	11710	12327	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	11710	12327	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	30968	31876	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.

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

[Signature]

Date 08/04/2014

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

14/04/2014

and recorded as minute reference:

N 2013/472

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date 14-4-2014

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

GREAT FINBOROUGH 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 means that the council:
	Yes	No*	
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 funds/assets, including financial reporting and, if required, independent examination or audit.	NO	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

2013/1474
dated 14/04/2014

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 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

GROVE FARMER'S PATENT

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


(~~Except for the matters reported below~~)* 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.
(*~~delete as appropriate~~).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

External auditor signature


BDO LLP Southampton
United Kingdom

External auditor name

Date

21/3/14

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.

Section 4 – Annual internal audit report 2013/14 to

GREAT FINBOROUGH PARISH

Council/Meeting

The council'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 council'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 council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	YES		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ (1)
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	YES		
H Asset and investments registers were complete and accurate and properly maintained.	YES		
I Periodic and year-end bank account reconciliations were properly carried out.	YES		
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.	YES		
K Trust funds (including charitable) The council met its responsibilities as a trustee.			Yes No Not applicable

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

(1) PETTY CASH NOT HELD

Name of person who carried out the internal audit T. BROWN (on behalf of HEELES & LODGE)

Signature of person who carried out the internal audit

T. Brown

Date 29-5-14

*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).

Great Finborough Parish Council as at 31st March 2014

2013/2014

Reciepts

Precept	£ 7,105.00
MSDC Grant	£ 428.00
Advertising	£ 2,237.50
Community Care Scheme	£ 696.50
Interest	£ 5.55
Donations	£ 569.99
Allotment Rent	£ 100.00
Pettiward Hall Donation	£ 675.00
Vat recovered	£ 658.67

£ 12,476.21

Payments

Salaries	£ 4,900.64
Running expences	£ 273.55
Insurances	£ 242.28
Audit	£ 210.00
Subscriptions	£ 294.00
Grass cutting	£ 600.00
Newsletter	£ 1,340.44
Car Park	£ 642.50
Play Area	£ 536.70
Football Pitch	£ -
Amenity Areas	£ 410.00
Allotments	£ 465.00
Water	£ 69.41
Marquee	£ 407.98
Hall Hire	£ 170.00
Village Maint	£ 140.00
LGA 1972 S137	£ -
Litter Bins	£ 185.00
Street Lights	£ 469.19
vat	£ 501.77

£ 11,858.46

Net payments & Reciepts £ 617.75

Cash Reserves

Opening Reserves	£ 11,709.54
Nett Movement	£ 617.75
Closing Reserves	<u>£ 12,327.29</u>

Represented by:

Cash at Bank - Current	£ 2,471.15
- Deposit	£ 9,856.14
Petty Cash	£ -

£ 12,327.29

Fixed and Long Term Assets

As per Asset Register £ 30,969.00

**Great Finborough Parish Council
Annual Return - Check for significant variances 2013/14**

Box No	This year	Last Year	Diff £	Diff %	if >£100 or > 10%	Explanation	Amount
2	7105	6237	868	13.92%	YES	Budget process identified increased precept need.	-£10,000.00
3	5371	14809	-9438	-63.73%	YES	S106 commuted sums received in 2013	£120.00
						Donation from garden club up in 2014	£428.00
						MSDCouncil Grant	
4	4901	4487	414	9.23%	YES	Increase in clerks Hours/Pay	£347.00
						Increase in Litter Pickers pay	£67.00
5	0	0	0		NO	Allotments site set up in 2013 - top soil £650, Fencing £1170,	-£1,820.00
6	6958	13068	-6110	-46.76%	YES	S137 grants made in 2013 of £3000 none in 2014	-£3,000.00
						Newsletter copies x 13 in 2013 and x 9 in 2014	-£672.00
						Street Light removed in 2013 £521 and upgrade to part night lighting £630,	-£1,151.00
						Street Light energy saving in 2014	-£212.00
						refurbishment of marquee in 2014	£380.00
						purchase of shed in 2014	£375.00
							£457.00
						Refurbished Marquee this year (inc vat)	
9	31876	30969	907	2.93%	YES	Shed purchased for Allotments this year (inc Vat)	£450.00
10	0	0	0		NO		

GREAT FINBOROUGH PARISH COUNCIL

Bank Reconciliation

Year ended 31 March

2014

Bank Accounts

HSBC Community Account

as at 31.03.14

£2,487.37

HSBC Deposit Account

as at 31.03.14

£9,856.14

Less unpresented cheques (list)

Payments	Amount
Clerks expences	£16.22
Total	£16.22

£16.22

Add uncleared payment (list)

Total	0

0

0

Add Petty Cash

0

Add Investments

£12,327.29

TOTAL

£12,327

What is the figure in Box 8 in Section 1 of the Annual Return?

Does the total equal Box 8 in Section 1 of the Annual Return?

YES

If NO there is an error in this statement.