

# Local Councils in England

## Annual return for the financial year ended 31 March 2015

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Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk)

# Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: **EDENHAM GRIMSTHORPE 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 2014 £	31 March 2015 £	
1 Balances brought forward	974	1351	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	2522	2522	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	929	1018	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	1257	1276	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	1817	1192	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	1351	2423	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	1351	2423	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	17865	17865	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	NIL	NIL	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	The council 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 2015 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

[Redacted Signature] REQUIRED

Date **23/04/2015**

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

**12/05/2015**

and recorded as minute reference:

**AGENDA ITEM 10(V)**

Signed by Chair of the meeting approving these accounting statements.

[Redacted Signature] REQUIRED

Date **12/05/2015**

# Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

EN **EDENHAM & GRIMSTHORPE 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 2015, 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.	Y	✓	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 council 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 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.	✓		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.	✓		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.	✓		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.	✓		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
			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

**AGENDA ITEM 10 (vi)**  
dated **12/05/2015**

Signed by: \_\_\_\_\_  
Chair \_\_\_\_\_  
dated **12/05/2015**  
Signed by: \_\_\_\_\_  
Clerk \_\_\_\_\_  
dated **12/05/2015**

\*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 4 – Annual internal audit report 2014/15 to

EDENHAM & CRIMSTHORPE 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 2015.

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.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept 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 petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with council 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.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.			N/A

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

Name of person who carried out the internal audit **Ms M. MARSHALL**

Signature of person who carried out the internal audit  Date **23 APR 2015**

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).

Edenham Parish Council Accounts 2014/2015

Bank Reconciliation at the Closure of Business on 31 March 2015 - Edenham, Grimsthorpe & Elsthorpe Parish Council	
Balance per Bank Account Statements @ 31 March 2015	
Treasurers Account - Acc No 0755903	£915 ✓
Less Unpresented Cheques:	
267 Post Office - HMRC	-£64.80 ✓
268 LA Clayton - Wage 4th Qtr	-£259.23 ✓
Add payments in not yet credited:	
Nil	£0.00
Deposit Account Acc No 7316891	£1,832 ✓
<b>Total Actual Balance</b>	<b>£2,423.36</b> ✓
<b>Cashbook Balance @ 31 March 2015</b>	<b>£2,423.36</b> ✓
Imbalance on Accounts	£0.00

Responsible Finance Officer	
Mr L.A Clayton	✓
Signature	[Redacted]
Date	23 APR 2015
Internal Auditor	
Mrs M Marshall	✓
Signature	[Redacted]
Date	23 APR 2015

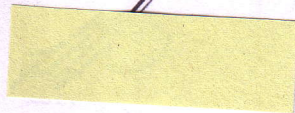
**Section 4**  
**Information required for audit**

**b) Explanations of significant variances - continued**

<b>BOX NO 6</b>	<b>£</b>
Figure in 2014 column	1817
Figure in 2015 column	1192
Variance (2014 figure less 2015 figure)	-625

Reasons (as many as are applicable)	Amount £
Reason 1	Capital Expenditure more in 2014 due to repair costs to Play Equipment (£540-00p), and IT backup device (£43-00p)
Unexplained	Nil
Confirm unexplained amount is less than 15% of 2013 figure	

PARISH CLERK - Mr. L. CLAYTON



Box no	2014	2015	%	Variance divided by 2014 figure (rounded by 100)	Significant (Less than 15% - YES, Less than 15% - NO)
Box 2	2522	2522	Nil	Nil	No
Precept	929	878	25	94	No
Total other receipts	1237	1276	28	16%	No
Box 3	Nil	Nil	Nil	Nil	No
Less interest capital repayments	287	192	-42	14	Yes
Total fixed costs	1745	1884	Nil	Nil	No

**Edenham, Grimsthorpe & Elsthorpe Parish Council**

**NOTICE OF APPOINTMENT OF DATE FOR THE EXERCISE OF ELECTORS' RIGHTS**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015**

Audit Commission Act 1998 Sections 15 and 16

**The Accounts and Audit (England) Regulations 2011 (SI 2011 No.817)**

NOTICE	NOTES
<p>1. Date of announcement <u>20<sup>th</sup> APRIL 2015</u> (a)</p> <p>2. Each year the Council's/Meeting's (b) annual return is audited by an external auditor appointed by the Audit Commission. Any person interested has the opportunity to inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them. For the year ended 31<sup>st</sup> March 2015 these documents will be available on reasonable notice on application to:</p> <p>(c) <u>MR LA. CLAYTON - PARISH CLERK</u> <u>59 STANLEY STREET</u> <u>BOURNIE LINDS PE10 9BJ</u></p> <p>between the hours of (d) <u>1300</u> and (d) <u>1700</u> on</p> <p>(e) <u>MONDAY</u> to (e) <u>FRIDAY</u></p> <p>commencing on (f) <u>13<sup>th</sup> MAY</u> 2015</p> <p>and ending on (g) <u>10<sup>th</sup> JUNE</u> 2015</p> <p>3. Local Government Electors and their representatives have rights to:</p> <ul style="list-style-type: none"> <li>question the auditor about the accounts: and</li> <li>object to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Council / Meeting (h)</li> </ul> <p>The auditor can be contacted at the address in paragraph 4 below for this purpose on (i) <del>1 June 2015</del> <u>12 June 2015</u> and until the audit has been completed.</p> <p>4. The council's audit is being conducted under the provisions of the Audit Commission Act 1998, the Accounts and Audit (England) Regulations 2011 and the Audit Commission's Code of Audit Practice, all as transitionally saved. Your appointed auditor is: Barrie Morris Grant Thornton UK LLP Hartwell House 55 - 61 Victoria Street Bristol BS1 6FT Tel: 0117 305 7600</p> <p>5. This announcement is made by (j) <u>MR LA. CLAYTON</u> <u>PARISH CLERK</u></p>	<p>(a) Insert date of placing of the notice which must be not less than <b>14 days</b> before the date in (f) below</p> <p>(b) Delete as appropriate</p> <p>(c) Insert name, position and address of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(d) Insert the times between which any person may apply to inspect the accounts. <i>NB Indicate if there is a lunchtime closure</i></p> <p>(e) Insert working days of the week any person may apply to inspect the accounts – usually Monday to Friday allowing for any days the council is usually closed</p> <p>(f) Insert date at least 21 working days before the date appointed for audit in (i) below</p> <p>(g) The inspection period between (f) and (g) must be <b>20 working days</b> and (g) must be at least one day before the date appointed for audit in (i) below.</p> <p>(h) Delete as appropriate</p> <p>(i) The date appointed by the auditor</p> <p>(j) Insert name and position of person placing the notice</p>

## Section 4

### Information required for audit

#### a) Explanations of significant variances

We require explanations for significant variances (increases or decreases) of more than 15% between 2014 and 2015 in boxes 2, 3, 4, 5, 6 and 9. Variances of less than 15% or less than £250 need not be explained.

Your explanations must be quantified, ie state how much of the variance is covered by each specific explanation. Your explanations must ensure that the variances for each box are explained and quantified to within 15%.

Guidance is available at paragraph 6 on the back of the 2015 Annual Return and in the *Practitioners' Guide* – available on line at the NALC website.

You can set out your explanations of variances in any way you wish, but they should be clear and complete and easy to follow.

Positive and negative variances must be explained

Box on section 1	2014 £	2015 £	Variance Increase (+) or decrease (-) (2015 less 2014) £	% (Variance divided by 2014 figure multiplied by 100)	Explanation required? Less than £250? - NO More than 15% - YES Less than 15% - NO
Box 2 Precept	2522	2522	Nil	Nil	No
Box 3 Total other receipts	929	1018	89	9.6	No
Box 4 Staff costs	1257	1276	20	1.6%	No
Box 5 Loan interest/ capital repayments	Nil	Nil	Nil	Nil	No
Box 6 All other payments	1817	1192	-625	34%	Yes
Box 9 Total fixed assets	17865	17865	Nil	Nil	No