

LITTLE MARLOW PARISH COUNCIL

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

	Year ending				Notes and guidance
	31 March 2012 £		31 March 2013 £		
1 Balances brought forward	29,421		41,054		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	39,500		39,500		Total amount of precept received or receivable in the year
3 (+) Total other receipts	37,731		31,696		Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	16,027		15,848		Total expenditure or payments made to and on behalf of employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	2,947		2,947		Total expenditure or payments of capital and interest made the year on the council's borrowings (if any).
6 (-) All other payments	46,624		50,320		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	41,054		43,135		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	39,911		41,827		The sum of all current and deposit bank accounts, cash held 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	695,677		695,677		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	4,221		1440		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 (If Applicable) Trust funds (including charitable) disclosure note	YES	NO	YES	NO	(if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers note that the figures in the accounting statements above include any trust transactions.)

I certify that for the year ended 31 March 2013 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

CONFIDENTIAL

Date 7/5/13

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

21/5/13

and recorded as minute reference:

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Signed by Chair of the meeting approving

CONFIDENTIAL

Date 21/5/13

Section 2 – Annual governance statement 2012/13

We acknowledge as the members of:

LITTLE MARLOW PARISH COUNCIL

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 2013, 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.	✓		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 codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓		has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done 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
			N/A

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

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dated 21/5/13

Signed by:

Chair

date

Signed by:

Clerk

date

CONFIDENTIAL

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***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.

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 of

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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 2013; 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's report

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:

1. The internal auditor has highlighted that the Council's risk assessment is under review. It is important that this is finalised and that the risk assessment is reviewed by the Council on an annual basis going forward. The results of the review and any conclusions or decisions reached should be formally minuted. Refer to the Practitioners' Guide for further information
2. In future years, please ensure that all supporting information provided for the audit reconciles to the Annual Return. From the detailed income and expenditure accounts provided, it appears that the difference between Section 1, Boxes 7 and 8 is explained by the VAT refund due of £1,308. However, the list of outstanding debtors in the supporting notes to those accounts indicates that the total debtors balance was £1,390.
3. As reported last year, the value of assets in Section 1, Box 9 differs from the total value recorded in the asset register (£694,991). The two should be reconciled in future years.
4. Minor point: The Council name has been omitted from Section 2.

External auditor's signature:

Mazars LLP

External auditor's name:

Mazars LLP, Poole, BH17 0NF

Date:

13 September 2013

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 2012/13 to

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 2013.

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 books of account 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 no		
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.	yes		
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
			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:

Risk Assessment procedures under review.

Name of person who carried out the internal audit DONALD TIMMS

Signature of person who carried out the internal audit 1/05/2013

CONFIDENTIAL

***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).