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Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL

Mrs J Wright **PO BOX 297 ROMSEY** Hampshire SO51 6WR

26 July 2016

our ref: 2016/H4/MELC05/FINAL

Dial: 023 8088 1737

Email: councilaudits@bdo.co.uk

Dear Mrs Wright

Melchet Park And Plaitford Parish Council - Audit for the year ended 31 March 2016

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Date selection form for 2016/17
- Contact details
- Survey 2015/16
- Annual Return

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

The enclosed annual return should be presented to the smaller authority, now that our audit opinion has been given, and a minute should be made to show that the annual return including our certificate has been approved and accepted by the smaller authority. The annual return and notice of conclusion of audit must be published for at least 14 days (including on the smaller authority's website\*) as soon as reasonably possible before the 30 September 2016 and must be made available for public access for a period of not less than five years.

If you have any questions please contact Louise Caplen in the first instance.

Yours sincerely

For and on behalf of BDO LLP

Enc.

\*In the case of a parish meeting and where the meeting has displayed the information in a conspicuous place for at least 14 days, publication on a website does not apply.





## Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here:

MELCHET PARK + PLAITFORD 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 2016, that:

|  |  | Agreed |             |              | 'Yes'   |  |
|--|--|--------|-------------|--------------|---|--|
|  |  | Yes    | N           | o*           | means that this smaller authority:  |  |
|  | We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  | /      |             |              | prepared its accounting statements in accordance with the Accounts and Audit Regulations.   |  |
|  | 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.   |  |
|  | 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 this smaller authority 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.   |  |
|  | 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 gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.   |  |
|  | We carried out an assessment of the risks facing this smaller authority 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.   |  |
|  | We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  |        |             | lampa d      | 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 this smaller authority. |  |
|  | We took appropriate action on all matters raised in reports from internal and external audit.  | 1      |             |              | responded to matters brought to its attention by internal and external audit.   |  |
|  | We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority 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.   |  |
|  | (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities 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 this smaller authority and recorded as minute reference: |  |        | Sign<br>Cha | ed by:<br>ir |   |  |
| .J -   | 30 16 b) REFERENCE   |        | date        | d<br>ed by:  | 18 - 4 - 2016   |  |
| dated 18-04-2016   |  |        | Cler        |              | REDCAR  |  |
|  |  |        | date        | d            | 11 18-04-2016   |  |

## Section 2 – Accounting statements 2015/16 for

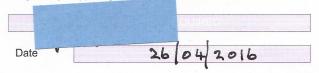
Enter name of smaller authority here:

MELCHET PARK & PLAITFORD PARISH COUNCIL

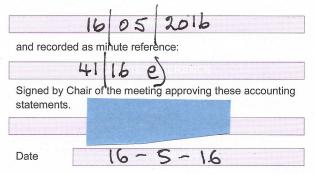
|  | Year ending           |                       | Notes and guidance  |  |  |
|--|-----------------------|-----------------------|---|--|--|
|  | 31 March<br>2015<br>£ | 31 March<br>2016<br>£ | Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.                             |  |  |
| Balances brought forward   | 4977                  | 5306                  | 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. (+) Precept or Rates and Levies   | 3000                  | 3000                  | Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.   |  |  |
| (+) Total     other receipts   | 41                    | 47                    | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received  |  |  |
| 4. (-) Staff costs   | 1773                  | 1960                  | 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 smaller authority's borrowings (if any).  |  |  |
| 6. (-) All other payments  | 939                   | 771                   | Total expenditure or payments as recorded in the cashbook less south costs (line 4) and loan interest/capital repayments (line 5).  |  |  |
| 7. (=) Balances carried forward  | 5306                  | 5622                  | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)  |  |  |
| 8. Total value of cash and short term investments  | 5306                  | 5622                  | 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>                              |  |  |
| Total fixed assets     plus long term     investments     and assets                         | 1365                  | 1365                  | The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority 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. (For Local Councils<br>Only) Disclosure<br>note re Trust funds<br>(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 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



I confirm that these accounting statements were approved by this smaller authority on this date:



# Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of smaller authority here:

MELCHET PARK & PLAITFORD PARISH COUNCIL

### Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

#### External auditor report

| (continue on a separate sheet if required)  Continue on a separate sheet if required)  Continue on a separate sheet if required)  External auditor signature  BDO LLP Southampton  United Kingdom  Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. To AGN is available from the NAO website (www.nao.org.uk)   |                                     |  |
|---|-------------------------------------|--|
| (continue on a separate sheet if required)    (continue on a separate sheet if required)  | (Except for the matters reported be | elow)* on the basis of our review of the annual return, in our opinion the information in the annual   |
| (continue on a separate sheet if required)  Other matters not affecting our opinion which we draw to the attention of the smaller authority:  (continue on a separate sheet if required)  External auditor signature    BDO LLP Southampton   Date   United Kingdom   | return is in accordance with proper | r practices and no matters have come to our attention giving cause for concern that relevant   |
| (continue on a separate sheet if required)  Other matters not affecting our opinion which we draw to the attention of the smaller authority:  (continue on a separate sheet if required)  External auditor signature  External auditor name  BDO LLP Southampton  Date  United Kingdom  Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The continue on a separate sheet if required)  |                                     |  |
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|   | External auditor name               | BDO LLP Southampton Date 25 1/16   |
|   |                                     | United Kingdom   |
|   | Note: The NAO issued guidence of    | upplicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note ACN/02. The   |
| A(2N) is available from the NA() website (www.nac.org.lik)  |                                     |  |
| AGIV is available from the type website (www.flac.org.uk/)  | AGN is available from the NAO we    | ebsite (www.nao.org.uk)  |
|   |                                     |  |

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).