

# Chideock Parish Council Information Required to be Published Under the 2014 Transparency Code.

## Councillors and Councillor Responsibilities

Irena Campion  
Roger Carey            Vice Chair  
Laurie Elliot  
Elizabeth Grant       Chair  
Kate Geraghty  
Rob Murray  
David Rogers

All councillors are members of the Finance & General Purposes Committee and the Planning Committee.

Cllr Murray is the Village Hall Representative  
Cllr Carey is the Flood Group Representative  
Cllr Grant is the Playing Field Management Group representative

## Land and Buildings Owned by the Parish Council.

Clapps Mead Playing Field  
Foss Orchard Car Park

## Expenditure over £100 in the year 1 April 2014 – 31 March 2015.

1	Clerk's Salary including Income Tax	£3,216.27
2	Basket Swing (net of reclaimed VAT)	£3,310.00
3	Subscription to Dorset Association of Parish & Town Councils	£199.28
4	Insurance	£406.97
5	Grant to Chideock Village Hall	£600.00
6	Play Area Grass Cutting	£250.00
7	Hire of Chideock Village Hall for meetings	£287.50
8	Grant to St Giles PCC for 3 year Clock Service Contract	£582.00
9	Grant to St Giles PCC for Cemetery Grass Cutting	£650.00
10	Grant to Bridport Citizen's Advice Bureau	£100.00
11	Grant to The Bopper Bus Organisation	£200.00
12	Litter Bin for Clapps Mead (net of reclaimed VAT)	£211.00
13	Clerk's Travel	£103.50

# Accounting Statement 2014-15

## Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

CHIDEOK 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	15515	18665	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	8157	8396	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	1702	2789	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	3263	3320	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	3447	9285	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	18665	17245	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	18665	17245 <del>18476</del>	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	15701	18476	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 ✓	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

*[Signature]*

Date 28/04/2015

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

28/04/2015

and recorded as minute reference:

1623 d

Signed by Chair of the meeting approving these accounting statements.

*[Signature]*

Date 28.4.2015

## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

CHIDEOCK 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:

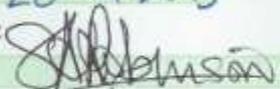
	Agreed –		‘Yes’ means that the council
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Y		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Y		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.	Y		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.	Y		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.	Y		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.	Y		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.	Y		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.	Y		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

2015.04.28 1623 d  
dated 28/04/2015

Signed by:

Chair   
dated 28.4.2015

Signed by:   
Clerk  
dated 28/04/2015

\*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.

## Internal Audit Report 2014/15

<u>Internal control</u>	<u>Suggested tests</u>	<u>Comments</u>
Proper bookkeeping	a) Is cash book maintained and up to date? b) Is cash book mathematically correct? c) Is cash book regularly balanced?	Yes Yes Yes
a) Standing orders & Financial regulations adopted and applied	a) has Council formally adopted standing orders and financial regulations? b) has responsible Financial Officer been appointed with specific duties?	Not yet - but awaiting new details of new F/Regs. yes - May 2014
b) Payment controls	c) have several quotes been obtained where appropriate? d) are payments supported by invoices, authorised and minuted? e) has VAT on payments been correctly recorded and reclaimed? f) is Section 137 expenditure recorded and within limits?	None Yes Yes None
Risk management arrangements	a) Do minutes identify unusual activity? b) Do minutes show Council carried out annual assessment? c) Is insurance cover appropriate and adequate? d) Are internal financial controls documented & regularly reviewed?	Not to my knowledge Yes - March 2015 Yes - May 2014 Yes
Budgetary controls	a) Has Council prepared annual budget in support of precept? b) Is expenditure against the budget regularly reported to Council? c) Are there any significant unexplained variances from the budget?	Yes Yes Yes
Income controls	a) Is income properly recorded and promptly banked? b) Does precept shown in books agree with notification from DCC? c) Are security controls over cash adequate? d) Is VAT correctly reserved in books?	Yes Yes Yes Yes
Petty cash procedures	a) Is all cash spent recorded and supported by valid VAT receipts? b) Is petty cash reimbursement carried out regularly?	None held
Payroll controls	a) Do salaries paid agree with those approved by Council? b) Has PAYE/NIC been properly calculated and paid to I/Revenue?	Yes Yes
Asset controls	a) Does the Council keep an asset register? b) Is the register up to date? c) Do asset values reflect the cost? - i.e. book value	Yes Yes - to my knowledge Yes
Bank reconciliation	a) Is there reconciliation for each account & carried out regularly? b) Are there unexplained balances on the reconciliation?	Yes No
Year end procedures	a) Are accounts prepared on correct basis & agree with books? b) Is there an audit trail for financial records?	Yes Yes
General comments	<i>As always the documents produced were very clear and the action taken over the year by the Clerk was excellent. I have no specific comments to raise.</i>	
	Ian Wigglesworth - Internal Auditor 22nd April 2015	