

Section 1 – Accounting statements 2014/15 for

Enter name of
reporting body here:

UPPER HADDRES PARISH COUNCIL

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	14,041	14,980	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 <i>SR</i>	4,600 4,487	4,700 4,587	Total amount of precept received or receivable in the year. Excludes any grants received. <i>SR</i>
3 (+) Total other receipts <i>SR</i>	3,007 3,210	4,755 4,868	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here. <i>SR</i>
4 (-) Staff costs	2,000	2,424	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	4,758	6,499	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	14,980	15,512	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	14,980	15,512	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	0	0	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. <i>N.B. The figures in the accounting statements above do not include any trust transactions.</i>
		✓	

agreed + seen
by S. RAY
28/07/15

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

G. Smith

Date 26.05.2015

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

26.05.2015

and recorded as minute reference:

26.5.15-5

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date 26.05.2015

Section 4 – Annual internal audit report 2014/15 to

UPPER HARDSRES PARISH COUNCIL

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.	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:

nil return

Name of person who carried out the internal audit

Simon WARNER

Signature of person who carried out the internal audit



Date

15th May 15

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).

Upper Hardres Parish Council ASSETS REGISTER - March 2015

BVH - Bossingham Village Hall, PF - Playing Field, CP - Car Park, BVH MC - Bossingham Village Hall Management Committee

ASSET DETAILS

Ref	Description	Date acquir.	Supplier	Cost/Value	Useful life est.	Location	Use	Cust.	Usage & Condition	Disposal/Discharge	Insurance Value
1	Village Hall (BVH)	Land Reg. 2013	BVH Mge Comm is Cust. Trustee	insured for £550K	Indeterminate	The Street, CT4 6DX		BVHMC	Daily - groups and lettings Cond: Good		insured by BVHMC for £550K
2	Playing field (PF)	1995	BS< Cust. Trustee	equip. ins for £34K	Indet. (covenant: sport & rec. only)	Rear of BVH		BS<	Daily - Recreation for all parishioners. Cond: Good		equip. insured by BS< for £34K
3	Fencing	c.1995	unknown	c.£2K	Indeterminate	CP & PF boundaries		UHPC	Cond: Good		£2K
4	Car park (CP)	c.2000	Moons of Selling	£34,051.50	Indeterminate	Side of BVH		UHPC	Daily - Parishioners, hall users. Cond: Good		?
5	Hedges	c.1995	unknown		Indeterminate	CP & PF boundaries		UHPC	Cond: Good, trimmed twice yearly		
6	Noticeboard 1	Repaired 2011	Gerald Wilton Designs	£450	10 years	Hop Pocket	Clerk & public	UHPC	Fortnightly Cond: Fair		£400
7	Noticeboard 2	2009		£1,000	10 years	UH Church	Clerk & public	UHPC	Fortnightly Cond: Fair		£1K
8	Brother printer/scanner/copier	2013	Brother dcp-j315w	£80	4 years	Clerk's home	Clerk	Clerk	Regular Cond: Good		£80
9	USB stick	2009	'Kingston'	c.£20	Indeterminate	Clerk's home	Clerk	Clerk	Cond: Good		£20
10	Bench 1	2012	English Oak Designs	£275	20 years	BVH	P'shioners	UHPC	Cond: Good		£275
11	Hedgerow	2014		£100	Indeterminate	Entrance to PF		UHPC	Cond: Poor, to be replaced		
12	Bench 2	c.2000	unknown	c.£200	4 years	Manns Hill	P'shioners	UHPC	Cond: Poor, to be repaired		£200
13	Flower bed	c.2000	unknown		Indeterminate	Left entr. to CP	Tree Warden	UHPC	Cond: Good - improved in 2015/16		
14	Gate 1	c.2000	Jacksons	c.£800	15 years	Entrance to PF	Gardener	UHPC	Fortnightly in mowing season Cond: Good		£800
15	Gate 2	2013	T. Metcalfe	£430.44	23 years	Entrance to PF	P'shioners	UHPC	Daily Cond: Good		£400
16	Flag pole	unknown	unknown	c.£250	Indeterminate	Front of BVH	Chairman	UHPC	Ch'man raises flag for occs. Cond: Good		

Upper Hardres Parish Council

Location of public land and building assets:

1. Bossingham Village Hall

The Street, Bossingham CT4 6DX

Bossingham Village Hall Management Committee maintain and manage the village hall and its grounds on behalf of Upper Hardres Parish Council.

The hall is used for local events and meetings and private hire.

Bossingham Village Hall Management Committee has insured the hall for £550K.

Bossingham Village Hall is a registered charity no. 1143498.

2. Bossingham Village Hall Car Park

side of Bossingham Village Hall, The Street, Bossingham CT4 6DX

Approx. 54' x 20'.

Car park installed c.2000 by Upper Hardres Parish Council for use by hall users and parishioners.

Upper Hardres Parish Council maintain and insure car park.

3. Bossingham Playing Field

rear of Bossingham Village Hall, The Street, Bossingham CT4 6DX

Approx. 54' x 54'.

In 1995, land adjoining Bossingham Village Hall was purchased by Upper Hardres Parish Council from Mrs Bertha Dale with the restrictive covenant "for sporting purposes and associated car parking". Parish clerk holds covenant document.

Since 2011, Bossingham Sports & Leisure Trust has raised funds to provide free to use outdoor sports and leisure facilities on Bossingham Playing Field, on behalf of Upper Hardres Parish Council. The facilities are free to use by all, and are regularly used by residents of Bossingham, Upper Hardres and Stelling Minnis.

Bossingham Sports & Leisure Trust manage upkeep of equipment and carry out regular safety inspections.

Grounds maintenance is organised by Bossingham Village Hall Management Committee in conjunction with, and on behalf of, UHPC.

Bossingham Sports & Leisure Trust is a registered charity no. 1146559.

Clare Hamilton, Parish Clerk, 31 March 2015

Upper Hardres 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 and
The Accounts and Audit (England) Regulations 2011 (SI 2011 No 817)

NOTICE	NOTES
1. Date of announcement <u>24 April 2015</u> (a)	(a) Insert date of placing of the notice which must be not less than 14 days before the date in (c) below
2. Each year the body's annual return needs to be reviewed by an external auditor appointed by the Audit Commission. Any person interested has the right to inspect the accounts and make copies of the annual return and all books, deeds, contracts, bills, vouchers and receipts relating to the accounting statements. For the year ended 31 March 2015 these documents will be available on reasonable notice by application to:	
(b) <u>CLARE HAMILTON, PARISH CLERK</u> <u>TIMBERCOMBE, MINNIS LANE, STALLING MINNIS,</u> <u>CT4 6AS. TEL 01223 709373</u>	(b) Insert name, position and address of the Clerk or other person to which any person may apply to inspect the accounts
commencing on (c) <u>08 May 2015</u>	(c) Insert date, which must be at least 14 days after the date of announcement in (a) above and at least 21 working days before the date appointed in (e) below
and ending on (d) <u>05 June 2015</u>	(d) The inspection period between (c) and (d) must be 20 working days and (d) must be at least one working day before the date appointed in (e) below
3. Local government electors and their representatives also have:	
<ul style="list-style-type: none"> • The opportunity to question the auditor about the accounts; and • The right to make objections 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 body. 	
The auditor can be contacted at the address in paragraph 4 below for this purpose on (e) <u>08 June 2015</u> and until the audit has been completed.	(e) The date appointed by the auditor
4. The body's annual return is subject to review by the appointed auditor under the provisions of the Audit Commission Act 1998, the Accounts and Audit Regulations (England) 2011 and the Audit Commission's Code of Audit Practice, all as transitionally saved. The appointed auditor is:	
PKF Littlejohn LLP Ref: SBA 2nd Floor 1 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)	
5. This announcement is made by (f) <u>CLARE HAMILTON, PARISH CLERK</u>	(f) Insert name and position of person placing the notice