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Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

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 highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

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

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority 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 2016.

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' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

Kersey 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' means that this smaller authority:
	Yes	No*	
1. 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.
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 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.
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 gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. 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.
6. We maintained throughout the year an adequate and effective system of internal audit of the 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 this smaller authority.
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 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.
9. (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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	

This annual governance statement is approved by this smaller authority and recorded as minute reference:

72/16 REFERENCE
dated 09/05/16

Signed by:

Chair [Signature]

dated 9.5.16

Signed by:

Clerk [Signature]

dated 09/05/2016

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

Kersey Parish Council

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	15529	16480	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. 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	6604	6700	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4554	3785	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	3616	4416	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 smaller authority's borrowings (if any).
6. (-) All other payments	6591	3881	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	16480	18668	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	16480	18668	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 long term investments and assets	30161	30161	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re 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 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

Sparks

Date

09/05/2016

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

09/05/16

and recorded as minute reference:

72/16 REFERENCE

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date

9.5.16

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:

Kersey 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

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, 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. (~~*delete as appropriate~~).

(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

External auditor name

BDO LLP Southampton
United Kingdom

Date

3/6/16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

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

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

Kersey Parish Council

This smaller authority'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 2016.

Internal audit has been carried out in accordance with this smaller authority'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 this smaller authority.

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. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates 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.			✓ Petty cash not held.
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's 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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit NATALIE ANN BLYTH

Signature of person who carried out the internal audit NABlyth Date 27.5.16

*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).

**KERSEY PARISH COUNCIL
YEAR END ACCOUNTS
1 April 2015 - 31 March 2016**

**Kersey Parish Council Consolidated Accounts
Year End Bank Reconciliation as at 31 March 2016**

Funds at the Bank

Barclays

Business Saver Account	£15,006.25
Current Account	<u>£820.39</u>
	<u>£15,826.64</u>

Ipswich Building Society

Millennium Book Fund Account	<u>£2,841.91</u>
	<u>£18,668.55</u>

Balances as per Cashbooks

Kersey Parish Council balance b/f 1 April 2015	£13,641.79
Millennium Book Fund balance b/f 1 April 2015	<u>£2,839.07</u>
	£16,480.86
Plus total Receipts	<u>£10,485.50</u>
	<u>£26,966.36</u>
Total payments	<u>£8,297.81</u>
	£8,297.81
Total Receipts plus balances at 1 April	£26,966.36
Less Total Payments	<u>£8,297.81</u>
	<u>£18,668.55</u>

Allocated reserves held in bank

Millennium Book Fund (Ring Fenced)	£2,841.91
KCPC Working Group (Ring Fenced)	£4,479.47
Footpath Working Group	£1,654.87
Jubilee Steps	£771.56
Election Provision	£787.50
Church Walk Future Maintenance	£1,300.00
Admin photocopier reserve	£35.00
Training reserve	£217.97
Footpath Map printing reserve	£38.50
Fixed Asset reserve	£564.63
Council Tax Support Grant	£686.42
Parish Council General Reserves	<u>£5,290.72</u>
	<u>£18,668.55</u>

KERSEY PARISH COUNCIL SIGNIFICANT VARIANCES FOR YEAR ENDING 31 MARCH 2016

31-Mar-15		31-Mar-16	Variance	% Variance	Reason for variance
£ 6,604.00	Precept	£ 6,700.00	£ 96.00	1.5%	Increased to cover budgeted expenses
£ 3,042.00	KCPC	£ 1,178.50	-£ 1,863.50	-61.3%	Decreased as slide replaced and received insurance money £3014 plus metal recycling for old damaged slide £28 in ye15. Fundraising event held ye16 income £1178
£ 415.40	Footpath	£ 415.40	£ -	0.0%	
£ 560.00	Jubilee Steps	£ -	-£ 560.00	100.0%	Ye 15 one off fund raising dance held, income £560
£ 2.84	Millennium Book Fund	£ 2.84	£ -	0.0%	
£ 6.25	Bank Interest	£ 7.97	£ 1.72	27.5%	
£ 129.25	Council Tax Support Grant	£ 86.17	-£ 43.08	-33.3%	Grant £86.17 received from District Council due to tax base changes (reduced from £129.25 ye 2015)
£ -	Transparency Fund Grant	£ 1,091.01	£ 1,091.01	100.0%	Grant £1091 received to help with costs of complying with Transparency Code, spent during the year
£ 100.00	Other income	£ -	-£ 100.00	100.0%	Ye 15 Donation from film company £50 and bank apology £50
£ 298.56	VAT Repayment	£ 1,003.61	£ 705.05	236.2%	More VAT reclaimed due to higher VAT paid ye 2015.
£11,158.30	TOTAL RECEIPTS	£10,485.50			
£ 475.43	Administration	£ 629.73	£ 154.30	32.5%	Ye 16 increased as external audit fee £100 (no fee ye15) Clerk's home working exp increased by £52 for internet access
£ 3,616.33	Clerk's Salary	£ 4,416.77	£ 800.44	22.1%	Contracted hours increased part way through ye15, extra 15 hours in ye16 compared to ye15 £185. Also small payrise part way through ye15. Increased hours ye16 due to new Transparency code £572.71
£ 33.22	Training	£ 352.49	£ 319.27	961.1%	Increased training ye 16 whole council training £220 & Clerk transparency training £120.46
£ 169.44	Street Lighting	£ 169.94	£ 0.50	0.3%	
£ 3,700.38	KCPC	£ 724.74	-£ 2,975.64	-80.4%	Decreased as no spending on equipment (ye 15 replacement slide, swings and fitting mats under equipment and cricket net £3666). Ye 16 fundraising event held expenses £585 and mower serviced £114
£ 134.44	Footpath	£ 10.96	-£ 123.48	-91.8%	Decreased as no mower repairs (Ye 15 spent £112 on mower parts)
£ -	Jubilee Steps	£ -	£ -	0.0%	
	Millennium Book Fund	£ -		0.0%	
£ -	Footpath Map Printing	£ 136.50	£ 136.50	100.0%	New footpath maps printed cost £136.50
£ -	Section 137	£ -	£ -	0.0%	
£ 503.00	Insurance	£ 503.01	£ 0.01	0.0%	
£ 70.00	Glebe Hedgecut	£ 75.00	£ 5.00	7.1%	
£ 80.00	RoSPA Inspection	£ 80.00	£ -	0.0%	
£ 380.00	St Mary's Church	£ 400.00	£ 20.00	5.3%	
£ 41.29	Dog bin emptying charge	£ 41.29	£ -	0.0%	
£ -	Fixed Asset repairs	£ -	£ -	0.0%	No fixed asset repairs
£ -	Laptop for Parish Clerk	£ 429.18	£ 429.18	100.0%	Laptop purchased £429.18 partly funded by Transparency grant
£ -	Parish Council Election costs	£ 87.50	£ 87.50	100.0%	Parish Council Elections held May 15 charges invoiced July 15
£ 1,003.61	VAT on Payments	£ 240.70	-£ 762.91	-76.0%	Decreased as in Ye 15 higher VAT paid due to KCPC spending on equipment £865. Ye 16 VAT paid on laptop £85
£10,207.14	TOTAL PAYMENTS	£ 8,297.81			
£30,161.00	Fixed Assets	£30,161.00	£ -	0.0%	