

Enford Parish Council - 2014/15

INCOME:

Parish Precept	£ 4,730.40
WC Grant	£ 393.61
Area Board Grant (Bench)	£ 572.80
Refund of Donation	£ 34.50

Total Income: £ 5,731.31

EXPENDITURE:

Staff Costs & Expenses	£ 3,120.00
Donation to Parochial Church Council	£ 400.00
Donation to Parish Hall	£ 400.00
Donation to Village Hall	£ 500.00
Donation to Age Concern	£ 25.00
Donation to Citizen's Advice	£ 25.00
Donation to Enford Football Club	£ 200.00
Donation to Netheravon Day Centre	£ 50.00
Donation to Newsletter	£ 500.00
Donation to Youth Club	£ 150.00
Donation to St John Ambulance	£ 50.00
Donation to British Legion	£ 30.00
Insurance	£ 596.26
Rent (Bus Shelters, Playpark and other Encroachments)	£ 125.00
Playpark Annual Inspection	£ 78.00
AVM (Grass Cutting)	£ 615.00
Installation of Defibrillator	£ 32.40
General Maintenance	£ 11.40
Grant Thornton	£ 30.00
New Bench	£ 562.80

Total Expenditure: £ 7,500.86

Income Minus Expenditure: **-£ 1,769.55**

Opening Value: £ 3,041.10

Carried Forward: **£ 1,271.55**

**ENFORD PARISH ACCOUNT - INTERNAL AUDIT REPORT FOR PERIOD
ENDING 31 MAR 2015**

During this period the account has been very well maintained. Some minor observations below:

BOOK KEEPING

1. No acknowledgements for the following donations: 771 Parish Hall, 776 Newsletter.
2. Clerk's expenses should be itemised.
3. As mentioned on the previous **three** audits, in a couple of places you are still recording VAT in a separate column however, as there have been no VAT payments, this is unnecessary.

ASSETS

4. The declared value of assets is unchanged from the previous period:
 - As stated on the last **three** audit reports, the asset register needs to be updated with details of the new bus shelter and the lawnmower (voucher 665 from previous but one period). This also now needs to include the new defibrillator and housing (previous period), and the new bench for the playpark (current period).
 - As stated on the previous **three** audit reports, the value of the assets (as recorded on the annual return) should reflect their liquidation value rather than the replacement value used for insurance purposes. Would the sale of: 3 bus shelters, 3 notice boards 2 benches and play park fence and equipment achieve £23,000? Experience would suggest that, with the exception of the play park equipment, the other items would have only scrap value. The PC should adjust this figure before the next audit.

GOVERNANCE - TRUST FUNDS

5. The Parish Hall governance document states that the parish council are *custodian* trustees of the Parish Hall/Reading Room, whose sole function is to hold the charity's property.
6. The governance document goes on to say that the title to the land (on which the Parish Hall is situated) was vested in the custodian trustee in Feb 1998.
7. As recorded in the previous audit report, it is recommended that the whereabouts of said title is established and minuted prior to the next audit.

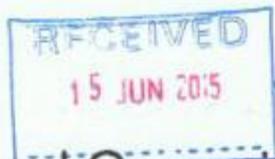
PRECEPT AND RISK MANAGEMENT

8. The council held a special precept meeting in November 2014, and published minutes of their precept calculations.

9. Potential recipients were invited, in advance of the meeting, to bid for donations. The process is transparent and accountable, and appears to work well.

A handwritten signature in black ink that reads "Stephen Becker". The signature is written in a cursive style with a large, prominent 'S' at the beginning.

SI Becker
07508 621120
01980 670345
steve@becker.globalnet.co.uk



Local Councils in England

Annual return for the financial year ended 31 March 2015

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

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

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

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

Once the auditor has completed their work, certified annual returns will be returned to the local council 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 2015.

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' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

ENFORD 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	2,225.-	3,042.-	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	6,162.-	4,730.40	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	2,606.-	1,000.91	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	2,355.-	3,145.-	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 council's borrowings (if any).
6 (-) All other payments	5,596.-	4,355.86	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	3,042.-	1271.45	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	3,042.-	1271.55	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	23,389.-	23,389.-	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	NIL	NIL	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

Elizabeth AB Harrison

Date 5 May 15

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

29-04-2015

and recorded as minute reference:

15/330 iii

Signed by Chair of the meeting approving these accounting statements.

Richard Rowets

Date 5/05/15

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

ENFORD PARISH COUNCIL

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.	✓		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 proper practices that could have a significant financial effect on the ability of the council 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 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	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

15/330 iii
dated 5/05/15

Signed by:

Chair *Richard Rowe*

dated 5/05/15

Signed by:

Clerk *Elizabeth AB Harrison*

dated

*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.

Section 3 – External auditor certificate and report 2014/15

Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

ENFORD PARISH

Council/Meeting

Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (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).

See attached

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

See attached

(continue on a separate sheet if required)

External auditor signature

Alex Walling

External auditor name

Alex Walling for Grant Thornton UK LLP

Date

18/15

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

Section 4 – Annual internal audit report 2014/15 to

ENFORD PARISH

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.			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:

N/A

Name of person who carried out the internal audit

S. Beckford

Signature of person who carried out the internal audit

Date 23 04 2015

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). See attached report.

**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).

Guidance notes on completing the 2014/15 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	✓
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Section 2	For any statement to which the response is 'no', an explanation is provided?	✓
Section 4	All green boxes completed by internal audit and explanations provided?	✓

*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk

This page is part of Section 3 - External auditor certificate and opinion 2014/15

**Enford Parish Council
Audit Report for the year ended 31 March 2015**

Matters reported

Accounting for Fixed Assets

We reported in our 2013/14 audit report that the council did not maintain a register of all its assets. The council has confirmed that it still does not have an up to date register of all its assets.

The council has not taken appropriate action on all matters raised in reports from the external auditor. In our view the correct response to assertion 7 on Section 2 of the Annual Return is "No".

Please note, local councils are required to account for fixed assets at purchase cost. If this is not known a proxy cost should be substituted (e.g. insurance value). Commercial concepts of depreciation or impairment adjustments, etc are not appropriate for local councils. For reporting purposes therefore, the 'book' value of fixed assets will usually therefore stay constant until disposal. Where insurance value has been used as a proxy, it must not be adjusted for annual changes. Guidance on accounting for fixed assets is available in the NALC / SLCC publication "Governance and Accountability for Local Councils – A Practitioners Guide" paragraphs 3.66 to 3.77.

This page is part of Section 3 - External auditor certificate and opinion 2014/15

Enford Parish Council
Audit Report for the year ended 31 March 2015

Other matters not affecting our opinion which we wish to draw to the attention of Enford Parish Council for the year ended 31 March 2015

Date of signature

While Section 2 of the Annual Return has been signed by the RFO it has not been dated. This date should read 5 May 2015. In future the Council should ensure the Annual Return is completed in full prior to submission to external auditors.

Allocation of Staff Costs

We note that £30 expenses towards Grant Thornton for 2014/15 have been included in Box 4 of the Annual Return. Box 4, 2015 should read £3,115 and Box 6, 2015 should read £4,385.

Please note that staff costs should comprise all payments made in relation to the employment of staff, including employment expenses which are benefits (e.g. mileage, travel etc) but not items of reimbursement of postage, stationery or other outlays on behalf of the council.

In future the council should ensure that staff costs are correctly stated using the above criteria.



for Grant Thornton UK LLP

Date 18/3/15

Our ref WLT098

Audited Body Name..... ENFORD PARISH COUNCIL

NOTICE OF CONCLUSION OF AUDIT

Accounts year ended 31 March 2015

Audit Commission Act 1998 (as transitionally saved)
The Accounts and Audit (England) Regulations 2011

Insert date of placing
the Notice

1. Date of Notice 23 / AUGUST / 2015

The date of conclusion
of the audit is the date
shown on the Auditor's
Certificate and Report
at Section 3 of the
Annual Return.

2. Notice

The Audit of the Council's Accounts for the above year has been concluded on
18th AUGUST '15 by Grant Thornton UK LLP.

The Accounts must be
published on
conclusion of the Audit
or on 30th September
whichever is the
earlier.

3. Publication of Accounts.

A copy of the Statement of Accounts and the Auditor's Certificate and Report thereon
has been published.

The Statement of
Accounts consists of
sections 1, 2 and 3 of
the Annual Return.

Notice of these rights is
required by the Act.

4. Local Government Elector's Rights

A Local Government Elector for the Parish may obtain, inspect or take a copy of the
Statement of Accounts and Auditor's Certificate and Report by arrangement with the
Clerk at the address and times set out below.

Complete as locally
appropriate

5. Days and times of availability

MONDAY TO FRIDAY

5 PM - 7 PM

Complete as locally
appropriate

6. Address where the Documents may be inspected or purchased

832 WEST CHISENBURY

PEWSEY WILTS.

SN9 6BB

Complete as
appropriate

7. Signature and name of person giving Notice on behalf of Council

SAR HARRISON Clerk and ~~the~~ Responsible Financial Officer

Amend if necessary

E.A.B. HARRISON

This Notice is to be displayed for 14 days.