

# Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

ABBOTS BROMLEY 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	20,212	19,133	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	20,400	20,584	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	1,884	3,284	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	6,072	5,976	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	3,323	3,323	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	13,968	10,435	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	19,133	23,267	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	19,133	23,267	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	138,829	138,829	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	15,586	13,087	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 20/05/2015

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

20/05/2015

and recorded as minute reference:

76 iii

Signed by Chair of the meeting approving these accounting statements.

*[Signature]*

Date 20/05/2015

## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

ABBOTS BROMLES 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.	✓		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

76 iii  
dated 20/05/2015

Signed by

Chair

dated 20/05/2015

Signed by:

Clerk

dated 20/05/2015

\*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.

## 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:

ABBOTS BROMLES PARISH COUNCIL

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).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

External auditor signature

*Mark Heap*

External auditor name

Mark Heap for Grant Thornton UK LLP

Date

27 August 2015

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

## ABBOTS BROMLEY PARISH COUNCIL

### Analysis of Variances to 31 March 2015

Item	Description	Amount +/- 31/3/15	Explanation
Box 3	Total Other Receipts	+£,1400	Additional grant money received in 2014/15 from ESBC for village projects plus no VAT refund received in 2013/14 as this was reclaimed at the end of the financial year and paid in early 2014/15
Box 6	All Other Payments	-£3,533	Costs reduced in 2014/15. Renegotiation of insurance cover gave £350 saving plus reduction in costs for village works including floral displays reduced by almost £800 with volunteers creating the displays.
Box 10	Total Borrowings	-£3323	Reduced by annual payment.

# Abbots Bromley Parish Council

## Financial Year Ending – 31<sup>st</sup> March, 2015

### Balance per Bank Statements at 31<sup>st</sup> March, 2015

#### Lloyds TSB Current account – 0008726

Statement balance 31<sup>st</sup> March, 2015 £3,569.28

Less unrepresented cheques

1478	Reprotec	£16.44
1489	SLCC	£118.00
1491	Riverside Printers	£102.00
1495	Community Council	£ 25.00
1496	Wicksteed	£ 3.00
1497	ABVH	£170.25
1499	Community Council	£ 23.50
1500	G McCulloch	£335.00
1501	Jelly Tots	£150.00
1502	Richard Clarke	£160.00

**£1,103.19**

**Book balance at 31<sup>st</sup> March, 2015**

**£2466.09**

---

#### Lloyds TSB Deposit account – 7075984

Statement balance 31<sup>st</sup> March, 2015 £15,654.51

**Book balance at 31<sup>st</sup> March 2015** **£15,654.51**

---

#### Lloyds TSB Recreational account – 0311151

Statement balance 31<sup>st</sup> March, 2015 £5,146.80

**Book balance at 31<sup>st</sup> March, 2015** **£5,146.80**

**Bank balance at 31<sup>st</sup> March, 2015**

**£24,370.59**

### Balance per Cash Book 31<sup>st</sup> March, 2015

Opening balance £19,133.20

Add: receipts in the year £23,868.03

Less: payments in the year £19,733.83

**Cash book balance at 31<sup>st</sup> March, 2014** **£23,267.40**

Prepared by Sarah Meads  
17<sup>th</sup> May 2015

# TOPLIS ASSOCIATES LTD.

STREETHAY LODGE  
STREETHAY  
LICHFIELD  
STAFFORDSHIRE WS13 8LR

TEL: 01543-419202

6 November, 2015

The Chairman  
Abbots Bromley Parish Council  
c/o Mrs S Meads  
Clerk  
The Hayloft, Marsh Farm  
Uttoxeter Road  
Abbots Bromley, RUGELEY, Staffs WS15 3EJ

Dear Councilor

## **Conclusion of Internal Audit of your Parish Council For the year ended 31<sup>st</sup> March 2015**

Following the completion of my work for the above year we are writing to inform the Council that having carried out the year-end review I have been able to sign the Annual Return card without any qualification. After approval by the Council this was forwarded to the appointed External Auditor.

The independent internal examination of the Councils governance, financial affairs and certification of the 2014/15 Annual Return to the Audit Commission was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2011 (as amended) and embodied in the Governance and Accountability Practitioners Guide 2014.

In summary, we covered the following areas in our examination:

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Budgetary Controls
- Income Controls
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures
- Any Trust Funds for which you are responsible

We made two visits during the fiscal year and were accorded with full co-operation by your Clerk. Any issues which we raised with the Clerk during the conduct of our work have either been satisfactorily rectified or are noted below.

Your council is to be commended on the excellent quality of the financial and governance records and associated record keeping.

In respect of the new Council year we make the following observations and recommendations for your consideration:

1. We recommend that in September/October your council should review the Risk Assessment to ensure that it still reflects the current environment. Your council should then minute its ratification;
2. We recommend that at some time during the current fiscal year your council should review its Finance Regulations and Standing Orders to ensure that they are still appropriate. Again your council should minute its ratification;
3. The Transparency Code for Smaller Authorities was issued in December 2014 and came into force on 1 July 2015. We believe that this code affects the governance of your particular parish council and will therefore adjust our next interim audit accordingly. If your council has not yet considered the impact of this code yet we recommend you give the matter urgent attention as the code came into effect on 1 July 2015;
4. We note that your turnover is nearing the threshold where you will be likely to incur a slightly higher charge for the External Audit in respect of the 2015/16 fiscal year. You are advised to adjust your budget for 2016/17 accordingly;
5. You will undoubtedly be aware that S 150(5) of the Local Government Act 1972, concerning the use of cheques as the sole means of payment has been repealed and you may now use electronic banking techniques as an alternative means of payment. These changes do not do away with the need for councilors to continue to "sign" payment authorisations at some time before or during the payment process and for there to be a clear audit trail to show proper authorisation. Local councils must have in place safe and efficient arrangements to safeguard public money. It is a general principle that more than one person should be involved in any payment, whether that is before, at or after the point at which the payment is made. If your Council wishes to start using new methods of payment you are advised to proceed as follows:
  - a. Agree in full council meeting that you wish the Clerk/RFO to investigate this matter;
  - b. Authorise the Clerk/RFO to discuss your requirement with you bank;



- c. Design a procedure for future payments and an associated audit trail to prove that the procedure is not open to irregular manipulation;
- d. Discuss the proposals with us as your Internal Auditor and make any recommended modifications;
- e. Approve the proposals in a full Council meeting.

Please note that we do not need to be involved if your only use of electronic banking is the production of so called "paperless statements" or for the properly authorised transfer of money between the Councils bank accounts.

It is your Council's responsibility to note these comments and to consider what action should be taken.

Can we take this opportunity to remind you that when the Annual Return card comes back from the External Auditor you have a duty to display the accompanying notice of Completion of Audit on each of your usual notice boards and web site (where applicable) to allow electors to see the card and read the External Auditors comments if they wish to do so. Please do remember to retain a copy of the notice on file as proof that you have followed the requirements of the Local Government Act. You should also minute the External Auditors approval of the card and any comments they make and take action where necessary..

I shall make my next visit in November but please do not hesitate to contact me should you require advice in the meantime.

Yours sincerely,

A handwritten signature in black ink that reads "Alan Vordis". The signature is written in a cursive style with a long, sweeping horizontal stroke at the end.