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:

<table>
<thead>
<tr>
<th>Name of smaller authority:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABBOTTS FROME POUGHCOX</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Statement</th>
<th>Agreed*</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>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.</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>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.</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>We took appropriate action on all matters raised in reports from internal and external audit.</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>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.</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>(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.</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This annual governance statement is approved by this smaller authority and recorded as minute reference: 84/2a dated 29/06/2016

Signed by: Chair

Dated: 29/06/2016

Signed by: Clerk

Dated: 29/06/2016

*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:  

<table>
<thead>
<tr>
<th>Year ending</th>
<th>Notes and guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 March 2015</td>
<td>31 March 2016</td>
</tr>
</tbody>
</table>

1. Balances brought forward  
2. (+) Precept or Rates and Levies  
3. (+) Total other receipts  
4. (-) Staff costs  
5. (-) Loan interest/capital repayments  
6. (-) All other payments  
7. (=) Balances carried forward  
8. Total value of cash and short term investments  
9. Total fixed assets plus long term investments and assets  
10. Total borrowings  
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)  

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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

Date: 29/6/16

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

Date: 29/6/16

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date: 29/6/16
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: Abbots Bromley 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:

See attached

(continue on a separate sheet if required)

External auditor signature Grant Thornton UK LLP

External auditor name Grant Thornton UK LLP Date 26 September 2016

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)
Annual internal audit report 2015/16 to

Enter name of smaller authority here: ADDORS IOMLES 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.

<table>
<thead>
<tr>
<th>Internal control objective</th>
<th>Agreed? Please choose only one of the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Appropriate accounting records have been kept properly throughout the year.</td>
<td>Yes</td>
</tr>
<tr>
<td>B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</td>
<td>Yes</td>
</tr>
<tr>
<td>C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</td>
<td>Yes</td>
</tr>
<tr>
<td>D. The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.</td>
<td>Yes</td>
</tr>
<tr>
<td>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</td>
<td>Yes</td>
</tr>
<tr>
<td>F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</td>
<td>Yes</td>
</tr>
<tr>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>H. Asset and investments registers were complete and accurate and properly maintained.</td>
<td>Yes</td>
</tr>
<tr>
<td>I. Periodic and year-end bank account reconciliations were properly carried out.</td>
<td>Yes</td>
</tr>
<tr>
<td>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.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

K. (For local councils only)
Trust funds (including charitable) – The council met its responsibilities as a trustee.

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: ALAN TOPLIS – TOPLIS ASSOCIATES LTD

Signature of person who carried out the internal audit: [Signature]

Date: 27/05/2016

*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).
This page is part of Section 3 - External auditor certificate and opinion 2015/16

Abbots Bromley Parish Council
Audit Report for the year ended 31 March 2016

Matters reported

None

Other matters not affecting our opinion which we wish to draw to the attention of Abbots Bromley Parish Council for the year ended 31 March 2016

Section 2, Accounting statements, Box 10 - Total Borrowings
The amount of borrowings entered in Box 10, is overstated by £1,337. The correct figure should be £10,448. In future, the Council should ensure that figures are correctly stated in Section 2. The Council should restate the 2016 figures on next year's Annual Return and write "restated" beneath the £ sign on the 2016 column.

Grant Thornton UK LLP
Date 16 September 2016

Our ref STF001