

## Sheviock Parish Council

### NOTICE OF CONCLUSION OF AUDIT AND RIGHT TO INSPECT THE ANNUAL RETURN ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2011

#### Section 14 of the Audit Commission Act 1998 The Accounts and Audit (England) Regulations 2011 (SI 2011/817)

- |   |  |
|---|--|
| (a) Insert name, position and address of person to whom local government electors should apply to inspect the annual return | 1. The audit of the accounting statements for the Sheviock Parish Council for the year ended 31 March 2011 has been concluded.   |
| (b) Insert a reasonable sum for copying costs   | 2. The accounting statements are available for inspection by any local government elector for the area of the Sheviock Parish Council on application to:<br><br>(a) <u>MRS NANCY GRAY, PARISH CLERK</u><br><u>BILL WARREN ROOM/CLERKS OFFICE, SHEVIOCK MEMORIAL</u><br><u>CRAFTNOLE, CORNWALL PL11 3D9</u> |
| (c) Insert name and position of person placing the notice   | 3. Copies will be provided to any local government elector on payment of (b)<br><br><u>£ 40p</u> for each copy of the annual return.   |
| (d) Insert date of placing of the notice  | (c) <u>MRS NANCY GRAY, SHEVIOCK PARISH CLERK</u><br><br>(d) <u>August 9<sup>m</sup> 2011</u>   |

## Section 1 – Accounting statements for

ENTER NAME SHEVLOCK PARISH COUNCIL

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 2010 £	31 March 2011 £	
1 Balances brought forward	2,881	5,679	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	15,000	15,087	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	970	1,177	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	5,688	7,344	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	—	—	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	7,484	7,536	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	5,679	7,063	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	5,679	7,063	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 and long term assets	18,000	26,509	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	—	—	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	NO YES/NO	NO YES/NO	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that for the year ended 31 March 2011 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

*Kenealy Gray*

Date 09/05/2011

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

09/05/2011

and recorded as minute reference:

09/MAY/2011 PCM MINUTES

Signed by Chair of the meeting approving these accounting statements.

*[Signature]*

Date 09/05/2011

	Agreed – Yes or No*	'Yes' means that the council:
1 We have approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES	prepared its accounting statements in the way prescribed by law.
2 We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	considered the financial and other risks it faces and has dealt with them properly.
6 We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	YES	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 have taken appropriate action on all matters raised in reports from internal and external audit.	YES	responded to matters brought to its attention by internal and external audit.
8 We have 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.	YES	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 have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	YES N/A	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

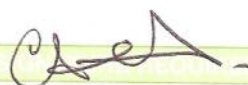
This annual governance statement is approved by the body and recorded as minute reference

AGENDA ITEM 19 9/MAY/2011

dated 09/05/2011

Signed by:

Chair



dated

09/05/2011

Signed by:

Clerk



dated

09/05/2011

## Section 3 – External auditor’s certificate and opinion

### Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2011 of

ENTER NAME SHEVLOCK NEIL PARISH COUNCIL

### Respective responsibilities of the council and the auditor

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

- summarises the accounting records for the year ended 31 March 2011; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

### External auditor’s report

(Except for the matters reported below)\* on the basis of our review, 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).

*[A large diagonal line is drawn across this section, indicating that the content has been crossed out.]*

(continue on a separate sheet if required)

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

*[A large diagonal line is drawn across this section, indicating that the content has been crossed out.]*

(continue on a separate sheet if required)

External auditor’s signature

*[Handwritten signature: L.E. ROSS]*

External auditor’s name

L.E. ROSS

Date

15 JULY 2011

**Note:** The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission’s publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

Internal control objective	Agreed? Please choose from one of the following Yes/No*/Not covered**
A Appropriate books of account have been kept properly throughout the year.	YES
B The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	YES
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES
F Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	NOT COVERED
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	YES
H Asset and investments registers were complete and accurate and properly maintained.	YES
I Periodic and year-end bank account reconciliations were properly carried out.	YES
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.	YES
K Trust funds (including charitable) The council met its responsibilities as a trustee.	NOT COVERED

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

The Council has no petty cash and is not a trustee of any trusts.

Name of person who carried out the internal audit M.C. MURPHY BA (Hons) MAAT

Signature of person who carried out the internal audit *C. Murphy* Date 11/05/2011

**\*Note:** 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).