

(NAME): Nordolph Parish Council

Notice of conclusion of the audit and right to inspect the Annual Return

Annual Return for the year ended 31st March 2015

Section 14 of the Audit Commission Act 1998

Accounts and Audit (England) Regulations 2011 (SI 2011/817)

	Notes
<p>1. The audit of accounts for the Council/Meeting (a) for the year ended 31 March 2015 has been concluded.</p>	(a) Delete as appropriate
<p>2. The Annual Return is available for inspection by any local government elector of the area of the Council /Meeting (a) on application to:</p> <p>(b) <u>Kate Bennett, Clerk,</u> <u>3 Sayers Crescent,</u> <u>Leisbach St. Newry,</u> <u>County Down PS13 4AS</u></p>	(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return
<p>2. Copies will be provided to any local government elector on payment of £<u>500</u>(c) for each copy of the Annual Return.</p>	(c) Insert a reasonable sum for copying costs
<p>Announcement made by: (d) <u>Kate Bennett - Clerk</u></p>	(d) Insert name and position of person placing the notice
<p>Date of announcement: (e) <u>14-9-15</u></p>	(e) Insert date of placing of the notice

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: **NORDELPH 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 £	
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.			
1 Balances brought forward	14318	14110	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	5560	5670	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	2822	4552	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	2416	2240	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	6174	5897	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	14110	16195 ^{inc} 16196	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	14110	16195 ^{inc} 16196	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	28223	29842 ^{inc} 34489	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	—	—	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> 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

Wate Bevan

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:

Item 12 AGM Minutes

Signed by Chair of the meeting approving these accounting statements.

Danielle Gott

Date **20/5/15**

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

NORDELAN 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

Item 13 AGM minutes
dated 20/05/2015

Signed by:

Chair Danielle Galt
dated 20/5/15

Signed by:

Clerk Kate Bennett
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:

NORDELAH 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'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.

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

We were required to return the Annual Return to enable the Council to correct an error in Box 9 of Section 1. The Council is required by proper practice to record in Box 9 the initial cost of its fixed assets but had in error included the current value of its street lamps. Box 9 has changed from £34,489 to £29,842.

External auditor's signature:

Mazars LLP

External auditor's name:

Mazars LLP, Durham, DH1 5TS

Date:

3 September 2015

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

NORDELPH PARISH COUNCIL

**Summary Receipts & Payments
year ending 31st March 2015**

<u>2013/2014</u>		<u>2014/2015</u>
£		£
	<u>RECEIPTS</u>	
5,560	Precept	5670
940	Council Tax Support Grant	830
1,390	Cemetery	2850
434	VAT repayment	872
8	Street lighting repayment	0
50	Donation	0
0	Bank interest	0
8,382	TOTAL RECEIPTS	10222
	<u>PAYMENTS</u>	
305	General Administration inc. audit fees & website	545
2416	Salaries	2240
25	Expenses & training	569
395	Parish council insurance	386
3129	Cemetery/churchyard maintenance	1759
1176	Grounds maintenance (tree works)	1401
128	Footway lighting	194
108	Subscriptions	112
872	VAT on payments	691
0	Village Hall Hire	240
35	Section 137 Donations	0
8589	TOTAL PAYMENTS	8137
14318	Opening Balance	14110
8382	Plus total receipts	10222
8590	Less Total Payments	8137
14110	Total transferred to Annual Return	16195

Signed
Responsible Finance Officer

Date

Chairman

Date

Items of expenditure over £100			
Date	Supplier	Amount Inc. VAT	Description
30 April 2014	Kate Bennett	£186.64	Monthly wages
07 May 2014	Came & Co	£386.13	Annual parish council insurance premium
07 May 2014	E.on	£109.22	Annual street light charge (energy)
07 May 2014	Emneth Design	£441.29	Setting up of website & annual hosting fee
07 May 2014	Norfolk ALC	£111.69	Subscription fee
07 May 2014	Martin Strudwick	£1,200.00	Purchase of pipe for culvert
07 May 2014	Kate Bennett	£112.50	Expenses
07 May 2014	Ridgeons	£219.00	Purchase of sand & cement for culvert
07 May 2014	Lafarge Aggregates	£156.00	Purchase of concrete for culvert
07 May 2014	Mr M Harwood	£100.00	Chairman annual allowance
02 June 2014	Kate Bennett	£186.64	Monthly wages
23 June 2014	Nordelph Village Hall	£240.00	Hall hire fee £20 per meeting
30 June 2014	Kate Bennett	£186.64	Monthly wages
31 July 2014	Kate Bennett	£186.64	Monthly wages
01 September 2014	Kate Bennett	£186.64	Monthly wages
29 September 2014	Kate Bennett	£118.46	Expenses
30 September 2014	Kate Bennett	£186.64	Monthly wages
31 October 2014	Kate Bennett	£186.64	Monthly wages
01 December 2014	Kate Bennett	£186.64	Monthly wages
12 December 2014	Holly Landscapes	£2,110.60	Annual churchyard maintenance fee
31 December 2014	Kate Bennett	£186.64	Monthly wages
02 February 2015	Kate Bennett	£186.64	Monthly wages
02 March 2015	Kate Bennett	£186.64	Monthly wages
31 March 2015	Kate Bennett	£186.64	Monthly wages