

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:

Section 1 are completed by the person nominated by the local council.

Section 2 is completed by the external auditor appointed by the Audit Commission.

Section 3 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:

BYM HILL AND WESTON UNDER LIZARD

Parish 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
	2014	2015	
1 Balances brought forward	2452	67301	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	4031	4031	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) TOTAL OTHER receipts	11,842	11,842	TOTAL INCOME OF RECEIPTS AS RECORDED IN THE CASHBOOK LESS THE precept received (line 2). Include any grants received here.
4 (-) Staff costs	1200	1200	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	450	450	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) ALL OTHER payments	29428	51423	TOTAL EXPENDITURE OF PAYMENTS AS RECORDED IN THE CASHBOOK LESS staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	67302	19491	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	67302	19491	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	132	132	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	0	0	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

Date 29/06/2015

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

12/05/2015

and recorded as minute reference:

1814

Signed by Chair of the meeting approving these accounting statements.

Date

29-06-2015

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

BYMILL AND WESTON UNDER LIZARD PARISH

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
	Yes	No	
1 We 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 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 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.	YES		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.	YES		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.	YES		assessed 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.	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 took 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 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 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

dated 18/05/2015

Signed by:

Chair 

dated 29/06/2015

Signed by:

Clerk 

dated 29/06/2015

*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:

BULMILL AND WESTON UNDER LIZARD 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).

(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

Mark Heap

External auditor name

Mark Heap for Grant Thornton UK LLP

Date

17 September 2015

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

BOYHILL AND WESTON UNDER WYARD

PAULSH

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.	N/A		
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.			

Yes No Not applicable

APK

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

Name of person who carried out the internal audit EDWARD ANTHONY TOWNSEND

Signature of person who carried out the internal audit

Date 13.7.15

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)

Section 4

Information required for audit

a) Bank Reconciliation

What is a bank reconciliation?

A bank reconciliation is a control schedule prepared by the council that agrees the balance per the bank statement at the year end (31 March) to the bank balance per the council's own records. It is good practice for bank reconciliations to be prepared regularly throughout the year and approved by the council.

More than one bank account?

The bank reconciliation(s) should cover all the council's bank accounts. If the council has more than one bank account it is helpful if you can provide a summary of the bank reconciliations that agrees to box 8 on the Annual Return in addition to the detailed reconciliations prepared for each account.

It is helpful if the year-end bank reconciliation is set out and submitted to us based on the suggested format below.

If there are no outstanding items at the year-end you must still supply a bank reconciliation. A zero or "Nil" should be included in the relevant lines on the schedule or a clear statement should be made to that effect.

LOCAL COUNCIL NAME BOYHILL AND WESTON UNDER LIZARD PARISH COUNCIL

COUNTY SUFFOLDSHIRE

BANK RECONCILIATION YEAR ENDED 31 MARCH 2015

		£
A	Balance on the bank statement at 31 March 2015 (taken from bank statement)	67601.15
	Outstanding items	
B	Less unpresented cheques (to agree with attached list) Cheques 464	50.00
C	Plus uncleared payments into bank (to agree with attached list)	
D	Petty cash Plus any petty cash balance held at 31 March 2015	NONE
E	Balance in the cash book (council's own records) at 31 March 2015 (Calculated as A-B+C+D=E and agrees with Box 8 on the Annual Return)	19540.37

Section 4

Information required for audit

b) Explanations of significant variances

We require explanations for significant variances (increases or decreases) of more than 15% between 2014 and 2015 in boxes 2, 3, 4, 5, 6 and 9. Variances of less than 15% or less than £250 need not be explained.

Your explanations must be quantified, ie state how much of the variance is covered by each specific explanation. Your explanations must ensure that the variances for each box are explained and quantified to within 15%.

Guidance is available at paragraph 6 on the back of the 2015 Annual Return and in the *Practitioners' Guide* – available on line at the NALC website.

You can set out your explanations of variances in any way you wish, but they should be clear and complete and easy to follow.

Our suggested method of how to identify variances that require explanation, and suggested layout for providing explanations are set out below.

Identifying which variances require explanation

Positive and negative variances must be explained

Box on section 1	2014 £	2015 £	Variance Increase (+) or decrease (-) (2015 less 2014) £	% (Variance divided by 2014 figure multiplied by 100)	Explanation required? Less than £250? - NO Less than 15% - NO More than 15% - YES
Box 2 Annual Precept	4031	4031	NIL	0	NO
Box 3 Total other receipts	91392	1232	90660	99	YES
Box 4 Staff costs	1200	1200	NIL	0	NO
Box 5 Loan interest/ capital repayments	450	450	NIL	0	NO
Box 6 All other payments	29428	51423	21995	74	YES
Box 9 Total fixed assets	132	132	NIL	0	NO

Section 4

Information required for audit

b) Explanations of significant variances - continued

Suggested layout for explanations

One sheet to be prepared for each variance that requires explanation.

BOX NO 6	£
Figure in 2014 column	29,428
Figure in 2015 column	51,423
Variance (2014 figure less 2015 figure)	21,995

Reasons (as many as are applicable)	Amount £
Reason 1 IN 2014/15 NOT 2013/14 BLYMILL PLAY AREA REFORBISHED	30,570
Reason 2 FUNDS FOR BLYMILL AND WESTON UNDER LIZARD VILLAGE HALL FOR INSTALLATION OF SOLAR PANELS ON ROOF	17,587
Reason 3	
Reason 4	
Unexplained	3,266
Confirm unexplained amount is less than 15% of 2014 figure	YES

Council Tax Support Grant

The Council Tax Support Grant, if received, is paid over at the same time as the Precept. Please note that **only the Precept should be recorded in box 2 (Annual Precept)** on the Annual Return.

Council Tax Support Grant should be included in box 3 (Total other receipts).

The Council Tax Support Grant, if paid, may be annotated separately on the documentation sent to the Council by the District/Borough Council when the payments are made. If it is not you will need to contact your District/Borough Council to find out how much Council Tax Support Grant has been paid for 2014/15.

Section 4

Information required for audit

b) Explanations of significant variances - continued

Suggested layout for explanations

One sheet to be prepared for each variance that requires explanation.

BOX NO <u>3</u>	£
Figure in 2014 column	91 392
Figure in 2015 column	1 232
Variance (2014 figure less 2015 figure)	90 660

Reasons (as many as are applicable)	Amount £
Reason 1 IN 2013/14 NOT 2014/15 HAD SHARE OF INCOME FROM SALE OF BURNHILL CLO SCHOOL	90 925
Reason 2	
Reason 3	
Reason 4	
Unexplained	
Confirm unexplained amount is less than 15% of 2014 figure	

Council Tax Support Grant

The Council Tax Support Grant, if received, is paid over at the same time as the Precept. Please note that **only the Precept should be recorded in box 2 (Annual Precept)** on the Annual Return.

Council Tax Support Grant should be included in box 3 (Total other receipts).

The Council Tax Support Grant, if paid, may be annotated separately on the documentation sent to the Council by the District/Borough Council when the payments are made. If it is not you will need to contact your District/Borough Council to find out how much Council Tax Support Grant has been paid for 2014/15.

Section 4

Information required for audit

c) Reconciliation between boxes 7 and 8 on section 1 of the Annual Return

It is only necessary to reconcile boxes 7 and 8 if they are different.

Boxes 7 and 8 will be different if the council uses income and expenditure accounting and there are debtors and/or creditors at 31 March 2015.

If the council uses receipts and payments accounting boxes 7 and 8 will be equal and there is no need to provide a reconciliation between boxes 7 and 8.

It is helpful if the reconciliation between boxes 7 and 8 is set out and submitted to us on the attached schedule.

LOCAL COUNCIL NAME BLIMHILL AND WESTON UNDER LIZARD PARISH COUNCIL
COUNTY STAFFORDSHIRE

RECONCILIATION BETWEEN BOXES 7 AND 8 ON THE ANNUAL RETURN

		£
A	Figure in Box 8 of 2015 column of the Annual Return	19491
B	Less Creditors at 31 March 2015 (please supply a detailed list of creditors)	NIL
C	Plus Debtors at 31 March 2015 (please supply a detailed list of debtors)	NIL
D	Figure in Box 7 of 2015 column of the Annual Return (A-B+C=D)	19491

Section 4

Information required for audit

d) Explanations for "No's" on Section 2 the Annual Governance Statement

If the council responds "no" to any of the 9 assertions on Section 2 of the Annual Return, you must supply us with an explanation and describe how the council will address the weaknesses identified.

NIA

Assertion (1 to 9)	Explanation for "No" response

e) Explanations for "No's" or "Not covered" on Section 4 the Internal auditors' report

If the response to any of the 11 internal control objective conclusions A to K at Section 4 of the Annual Return is "no", the internal auditor must provide the council and us with details of the implications and action being taken to address any weaknesses in control identified.

If the response is "not covered" the council and/or internal auditor must tell us when the most recent internal audit work was done in this area and when it is next planned or, if coverage is not required, the internal auditor must tell us why not.

NIA

Conclusion (A to K)	Explanation for "No" or "Not covered"

f) Details of any earmarked or restricted reserves held by the Council at 31 March 2015

NIA

Earmarked reserves are reserves set aside by the Council for specific purposes or savings for future projects. Restricted reserves are reserves that can only be used for certain purposes, for example the proceeds of an asset sale or the unspent part of a specific grant.

Amount held at 31 March 2015 £	Purpose of reserve