

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: **NETHER BROUGHTON & OLD DARBY P. C.** Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

1	Balances brought forward	17561	18258	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	17000	20000	Total amount of precept received or receivable in the year. Excludes any grants received.
3	(+) Total other receipts	7578	12894	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4	(-) Staff costs	356	4328	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6	(-) All other payments	20320	13690	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	18258	33134	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	18258	33134	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	494	405	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	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11	Disclosure note Trust funds (including charitable)			The council acts as sole trustee for and is responsible for managing trust funds or assets.

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 11th May 2015

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

11th May 2015

and recorded as minute reference:

Item 13

Signed by Chair of the meeting approving these accounting statements.

Date 11th May 2015

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

NETHER BROUGHTON & OLD DARBY 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:

- | | | | |
|---|---|---|--|
| 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

Item 13

dated 11/05/2015

Signed by:

Chair

dated 11/05/2015

Signed by:

Clerk

dated 11/05/2015

*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 4 – Annual internal audit report 2014/15 to

Nether Broughton & Old Dalby Parish Council

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.

- 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. ✓
- 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. ✗

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

Signature of person who carried out the internal audit

Date 13/05/15

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).

BOX NO 2	£
2014 Figure	17,000
2015 Figure	20,000
Variance	+3,000
% Variance	17%
Reason 1 Proposed expenditure on play equipment	3,000
Reason 2	
Reason 3	
Reason 4	
Reason 5	
Reason 6	
No Explanation Necessary	

Signed.....

Nether Broughton and Old Dalby Parish Council

BOX NO 4	£
2014 Figure	3,561
2015 Figure	4328
Variance	+ 767
% Variance	21%
Reason 1 Increase in hours, pay and PAYE	767
Reason 2	-
Reason 3	
Reason 4	
Reason 5	
Reason 6	
No Explanation Necessary	

Signed.....

Nether Broughton and Old Dalby Parish Council

BOX NO	£
3	
2014 Figure	7,578
2015 Figure	12,894
Variance	+5,316
% Variance	40%
Reason 1 Grant received for play equipment but not yet spent	+ 9,970
Reason 2 Difference between VAT refund 2014 £6317 2015 £1989	- 4,338
Reason 3	
Reason 4	
Reason 5	
Reason 6	
No Explanation Necessary	

Signed.....

Nether Broughton & Old Dalby Parish Council

BOX NO	£
6	
2014 Figure	20,320
2015 Figure	13,690
Variance	-6,630
% Variance	-32%
Reason 1 2014 payments included payment for new access	6585
Reason 2	-
Reason 3	
Reason 4	
Reason 5	
Reason 6	
No Explanation Necessary	

Signed.....

Nether Broughton and Old Dalby Parish Council

BOX NO 7	£
2014 Figure	18,258
2015 Figure	33,134
Variance	14,876
% Variance	81%
Reason 1 Grant received for new play equipment not yet spent	9,970
Reason 2 Monies set aside for play equipment not yet spent	4,000
Reason 3 Monies set aside for contribution for fencing new play area	1,000
Reason 4	
Reason 5	
Reason 6	
No Explanation Necessary	

Signed.....

Nether Broughton and Old Dalby Parish Council

NETHER BROUGHTON AND OLD DALBY PARISH COUNCIL

BANK RECONCILIATION 2014/2015

B/Fwd 03/14	£18258.37	Current a/c 31/3/15	£11470.41
Receipts	<u>£32894.12</u>	Deposit a/c 31/3/15	<u>£21663.29</u>
Less payments	<u>£18018.79</u>		
Balance	£33133.70	Balance	£33133.70

Investments

Consolidated stock value £197

Assets

IT equipment £208

NETHER BROUGHTON & OLD DALBY INCOME & EXPENDITURE 2014/2015

<u>Expenditure</u>	2014/2015	2013/2014	2014/2015	2013/2014
Environment			Rents TOTAL	£ 1.00 £ 31.00
Grass Cutting/mtnce	£ 3505.00	£3320.00	Lighting TOTAL	£154.06 £ 211.73
Drainage		£1300.00	VAT TOTAL	£ 477.94 £1989.42
Posts		£ 108.75		
Wild Flower Area		£ 152.00		
New Access		£6585.00		
Tree Work	<u>£ 685.00</u>	<u>£ 250.00</u>		
TOTAL	£ 4190.00	£11715.75		

General Administration	2014/2015	2013/2014	Donations	2014/2015	2013/2014
Legal Fees	£ 4294.00	£ 765.00	Heating	£1575.00	£1575.00
Audit Fees	£ 100.00	£ 200.00	Rainbows	£ 75.00	£ 50.00
Insurance	£ 958.68	£ 979.74	Royal British Legion	£ 100.00	£ 100.00
Web Site	£ 325.00	£ 325.00	Cricket Club	£ 426.96	
LRALC membership	£ 300.56	£ 293.94	NB Children's Party		£ 200.00*
Clerks Salary/ Expenses	£ 3659.51	£2934.86	TOTAL	£2176.96	£2475.00
PAYE	£ 668.40	£ 627.60			
Playground safety					
Check	£ 106.10	£ 106.10			
General repairs	£ 360.05	£1009.05			
Courses	£ 80.00				
Dog Bins	£ 84.00	£ 92.95			
Water rates	£ 61.53	£ 124.25			
Playing Fields Assoc	£ 21.00				
TOTAL	£11018.83	£7458.49			

	2014/2015	2013/2014
TOTAL EXPENDITURE	£18018.79	£23881.39

* From Pours Close Account

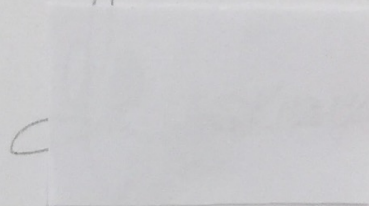
Income 2014/15

Precept	£20673.73
Stock Interest	£ 3.92
Bank Interest	£ 12.05
(less £4 bank charge)	
VAT refund	£ 1989.42
Poors Close rent	£ 100.00
Allotment rents	£ 145.00
Grant	£ 9970.00
TOTAL	£32894.12

RECONCILIATION

B/Fwd 03/14	£18258.37	Current a/c 31/3/15	£11470.41
Receipts	<u>£32894.12</u>	Deposit a/c 31/3/15	<u>£21663.29</u>
	£51152.49		
Less Payments	<u>£18018.79</u>		
Balance	£33133.70	Balance	£33133.70

Checked and found correct



13/5/15.