Section 4 – Annual internal audit report 2014/15 to

LITTLE COWARD PARISH 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.	✓		
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
			✓

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

✱ NO PETTY CASH HELD.

Name of person who carried out the internal audit PRINT NIGEL ALWAYS

Signature of person who carried out the internal audit [redacted] Date 29-4-15

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).

Agenda Item 14b Receipts and Payments Account

Receipts & Payments Account for the year ending 31st March 2015

Receipts		
Precept	£4,460.00	
Grants	£5,090.75	
Bank Interest	£0.00	
Locality	£0.00	
Other	£190.00	
VAT Repayment	£666.74	
		£10,407.49
Payments		
Clerks Salary	£838.61	
Admin	£343.70	
Donations	£265.02	
Subscriptions	£158.00	
Insurance	£183.12	
Inspection	£0.00	
Maintenance	£551.75	
Village Hall	£4,828.00	
VAT Paid	£1,032.60	
		£8,200.80
Excess of Receipts over Payments		**£2,206.69**
Add Balance Brought Forward		£4,542.85
Balance Carried Forward		**£6,749.54**
Represented by		
Lloyds Treasurers Account	£6,749.54	
Cash	£0.00	
		£6,749.54

Bank Reconciliation for Financial year ending 31st March 2015

Balances per Bank Statements as at 31st March 2014		
Lloyds Treasurers Account	£7,062.60	
		£7,062.60
Add any Unbanked Cash as at 31 March		£0.00
Less Unpresented Cheques as at 31 March		
368	£254.86	
369	£58.20	
		£313.06
	Total Cash	**£6,749.54**
CASH BOOK		
Opening Balance		£4,542.85
Add Receipts in the year		£10,407.49
		£14,950.34
Less Payments in the year		£8,200.80
	Total Cash	**£6,749.54**

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: LITTLE CORNARD 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
	31 March 2014 £ 'RESTATED'	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	5,079	4,543	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	3,250	4,460	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	1,739	5,948	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	365	839	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	5,160	7,362	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	4,543	6,750	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	4,543	6,750	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	3,872	3,872	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).

	yes	no	
11 **Disclosure note** Trust funds (including charitable)		✓	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

SIGNATURE REQUIRED

Date DD/MM/YYYY

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date DD/MM/YYYY

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

LITTLE COLNARD 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	Agreed – No*	'Yes' means that the council:
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

MINUTE REFERENCE

dated DD/MM/YYYY

Signed by:

Chair SIGNATURE REQUIRED

dated DD/MM/YYYY

Signed by:

Clerk SIGNATURE REQUIRED

dated DD/MM/YYYY

*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.

Associated Papers for LCPC Meeting to be held on 20th May 2015

Agenda Item 14e Responsible Finance Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
07/04/15	BDC Precept & Grant			2,254.03	0.00
27/04/15	Silverton Aggregates - Stones for VH	370		0.00	301.62
20/05/15	SALC - Annual Subscriptions	371		0.00	162.00
20/05/15	SALC - Councillor Guides	371		0.00	13.30

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	31/03/15	£7,062.60	£8,526.65	£476.92	£2,254.03	£313.06
Cash	31/03/15	£0.00	£0.00			£0.00
		£7,062.60	£8,526.65	£476.92	£2,254.03	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£6,749.54				
Income			**Expenditure**			
Precept	£4,393.06	£2,193.53	Clerks Salary		£1,488.00	£0.00
Grants	£0.00	£0.00	Admin		£484.00	£13.30
Bank Interest	£0.00	£0.00	Donations		£300.00	£0.00
Locality	£0.00	£0.00	Subscriptions		£195.00	£162.00
Other	£0.00	£60.50	Insurance		£185.00	£0.00
VAT Repayment	£0.00	£0.00	Inspection		£160.00	£0.00
			Maintenance		£400.00	£0.00
			Village Hall		£0.00	£251.35
			Contingency		£0.00	£0.00
			VAT Paid		£0.00	£50.27
Total	**£4,393.06**	**£2,254.03**	**Total**	**£0.00**	**£3,212.00**	**£476.92**
			Assets C/Forward			£8,526.65
Total		£9,003.57	Total			£9,003.57

Agenda Item 15b Status of planning applications

Application Reference	Address	Planning Details	LCPC Minute	Parish Council Comments	Babergh DC Comments
B/15/00148/FHA	Canhams, Upper Road	Erection of carport / garage.	15/010a	No objection	Approved 25/03/2014