Section 1 – Accounting statements for

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	19142	21458	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	11340	13000	Total amount of precept receivable or received in the year.
3	(+) Total other receipts	6229	2426	Total receipts or income as recorded in the cashbook less the precept received. Includes support, discretionary and revenue grants.
4	(-) Staff costs	5120	5660	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 borrowings (if any).
6	(-) Total other costs	10133	17954	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	21458	13270	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	21458	13270	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	37231	37231	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	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11	Trust funds (including charitable) disclosure note	YES	YES	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 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, for the year ended 31 March 2010.

Signed by Responsible Financial Officer

H Badham

Date 20/05/2010

I confirm that these accounting statements were approved by the council and recorded as minute reference

AGM 2010

Date 21-06-2010

Signed by Chair of the meeting at which these accounting statements were approved.

H.R. Pavegetter

Date 20/5/10

Section 2 – Annual governance statement

We acknowledge as the members of FILLONGLEY PARISH COUNCIL 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 2010, that:

1	We have approved the accounting statements which have been 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 which 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 **and** carried out a review of its effectiveness.	YES	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work.
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	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 local council and recorded as minute reference

FILLONGLEY PARISH COUNCIL AGM 2010 dated 20/05/2010

Signed on behalf of FILLONGLEY PARISH COUNCIL

Signed by: Chair A.R. Pargetter Date 20/5/10

Signed by: Clerk U Badham Date 20/5/10

***Note:** Please provide explanations to the external auditor on a **separate sheet** for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.

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 2010 of

FILLONGLEY 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 is also responsible for preparing an annual return which:

- summarises the council accounting records for the year ended 31 March 2010; 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 contained in the annual return is in accordance with the Audit Commission's requirements 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:

Clement Keys
33/40 Calthorpe Road
Edgbaston
Birmingham
B15 1TS

(continue on a separate sheet if required)

External auditor's signature Clement Keys

External auditor's name

Date 2/8/10

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*.

Section 4 – Annual internal audit report to

FILLONGLEY PARISH COUNCIL

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 2010.

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 books of account have been properly kept 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.	YES.
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/income and expenditure), agreed with 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 has met its responsibilities as a trustee.	YES.

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 REGINA M. UPTON

Signature of person who carried out the internal audit R. M. Upton . Date 28.5.10.

***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).

FILLONGLEY PARISH COUNCIL

♦♦♦

Clerk to the Council: Mrs H A Badham, The Crooked Stile, St Mary's Road,
Fillongley, Warwickshire, CV7 8EY

Fillongleypc@indigoriver.co.uk Telephone 01676 549193

Clement Keys
39/40 Calthorpe Road
Edgbaston
Birmingham
B15 1TS

22nd June 2010

Dear Sirs

Please find enclosed the completed annual return form together with relevant paperwork.

You will see that the minute reference states the FPC AGM which was on 20th May 2010, when the audit was signed off by the Chairman. Unfortunately, I omitted this from the ordinary meeting minutes and only put it in the AGM minutes. This was not picked up by any of the Councillors when the minutes were approved. I have only realised this when finishing off the forms. I will explain the situation at the next meeting on 15th July and can forward you the minute number if required.

Significant variances are as follows;

- Most of FPC income (other than Precept) is from the Cemetery; this year there were less burials and a resulting income of £2500 less than last year.
- Less has been spent on Parks and Open Spaces due to less grass cutting and hedge cutting than last year.
- This year FPC built a Memorial Garden in the Cemetery. This accounts for the reduction in reserves and also the significant additional spending of the Council. I have enclosed the details for Cemetery Money where you will see that the total cost of this was £7537.
- Section 19 payment that is traditionally made to Fillongley Village Hall was mistakenly omitted last year so doubled this year.

I enclose a further copy of the closure of 2009 audit and the fixed asset list.

If there is any further detail that you require, please do not hesitate to contact me.

Your sincerely

Heather Badham
Clerk to Fillongley Parish Council

Fillongley Parish Council

NOTICE OF APPOINTMENT OF DATE FOR THE EXERCISE OF ELECTORS' RIGHTS

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2010

Audit Commission Act 1998, Sections 15 and 16
The Accounts and Audit Regulations 2003 (SI 2003/533) as amended

NOTICE	NOTES
1. **Date of announcement** 6th May 2010 (a)	(a) Insert date of placing of the notice which must be not less than 14 days before the date in (e) below
2. **Each year the annual return is audited by an auditor appointed by the Audit Commission. Any person interested has the right to inspect the accounts and make copies of the annual return and all books, deeds, contracts, bills, vouchers and receipts relating to the accounting statements. For the year ended 31st March 2010 these documents will be available on reasonable notice on application to:**	
(b) The Clerk to Fillongley Parish Council, The Crooked Stile, St Mary Road, Fillongley, CV7 8EY	(b) Insert name, position and address of the Clerk or other person to which any person may apply to inspect the accounts
between the hours of (c) 9-30 and (c) 12-00 on	(c) Insert the times between which any person may apply to inspect the accounts. *NB Indicate if there is a lunchtime closure*
(d) Monday to (d) Friday	(d) Insert working days of the week any person may apply to inspect the accounts – usually Monday to Friday allowing for any days the council is usually closed
commencing on (e) 25th May 2010 2010	(e) Insert date at least 21 working days before the date appointed for audit in (h) below
and ending on (f) 22nd June 2010 2010	(f) The inspection period between (e) and (f) must be 20 working days and (f) must be at least one day before the date appointed for audit in (h) below.
3. **Local Government Electors and their representatives have rights to:** • question the auditor in writing about the accounts; and • object to the accounts or any item in them. Written notice of an objection must be given to the auditor and a copy sent to the Council/Meeting (g).	(g) Delete as appropriate
The auditor can be contacted at the address in paragraph 4 below for this purpose on (h) **28 June 2010** and until the audit has been completed.	(h) The date appointed by the auditor
4. **This audit is being conducted under the provisions of the Audit Commission Act 1998, the Accounts and Audit Regulations 2003 (as amended) and the Audit Commission's Code of Audit Practice. Your audit is being carried out by:** S Atkins Clement Keys 39/40 Calthorpe Road Edgbaston Birmingham B15 1TS	
5. **Signed (i)** H Bradham	(i) Insert name and position of person placing the notice