

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

FILLONGLEY 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 2015	31 March 2014	Please round all figures to nearest £. Do not leave any boxes blank and report all nil balances. All figures must agree to underlying financial records.

1	Balances brought forward	31462 31462	43765	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	16055	16210	Total amount of precept received or receivable in the year. Excludes any grants received.
3	(+) Total other receipts	15138	11967	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4	(-) Staff costs	6278	6814	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	12612	20688	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	43765 (5)	44440	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	43765	44440	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	64958	64958	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"/>		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

U Badham

Date 12/04/15

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

16/04/2015

and recorded as minute reference:

12983

Signed by Chair of the meeting approving these accounting statements.

H R. Fargetter

Date 16/04/2015

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

FILLONGLEY 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:

	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.	✓	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

12983
dated 16/04/15

Signed by:

Chair *A.R. Paragetter*
dated 16/04/2015

Signed by:

Clerk *H. Badham*
dated 16/04/2015

*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:

FILLONGLEY 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:

(continue on a separate sheet if required)

External auditor signature

Mark Heap

External auditor name

Mark Heap for Grant Thornton UK LLP

Date

1 July 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

FILLONGLEY 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.

- 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 *Beverley Woolleston*

Signature of person who carried out the internal audit *Bj Woolleston* Date *13/4/15*

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).

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

Mark Heap
Grant Thornton UK LLP
Royal Liver Building
Liverpool
L3 1PS

12th April 2015

Dear Sirs

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

Following last years audit and accompanying opinion, I have amended the figures for 13/14 on this years Annual Return to reflect your comments. Whilst endeavouring to ensure it was right, I also found that I had miscalculated a cheque as uncleared when it had in fact cleared some time before. I apologise for the error and am delighted to say with complete confidence that all the figures are now exact and precise.

There were queries last year as I had "over explained" some figures. So I thought it may be useful to add further information.

Box 3 There are differences for receipts for several reasons, these vary year on year as a matter of course as we have a Parish Cemetery and the number of burials vary and so therefore does our income. We have also been fundraising over the last few years for a Lych Gate for the Cemetery and this is entirely voluntary donations, which again, fluctuate. As I have put on the form, we received a grant of £5300 towards our Neighbourhood Plan in the previous financial year which then shows an abnormally high income for 2013/14.

Box 6; There are 2 main reasons for the increased spend this year. The first is that we have spent the Neighbourhood Planning Grant that we received in the last financial year (see above). The second reason is that we had alot of repairs required on the play equipment in the Recreation Ground, and spent in total £2144 on this.

I have amended the Fixed Asset Register to include the £16 investment.

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

Fillongley Parish Council

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

Audit Commission Act 1998 Sections 15 and 16
The Accounts and Audit (England) Regulations 2011 (SI 2011 No.817)

NOTICE	NOTES
<p>1. Date of announcement <u>20th April 2015</u> (a)</p> <p>2. Each year the Council's/Meeting's (b) annual return is audited by an external auditor appointed by the Audit Commission. Any person interested has the opportunity to inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them. For the year ended 31st March 2015 these documents will be available on reasonable notice on application to:</p> <p>(c) <u>The Clerk, Ms H Badham</u> <u>The Crooked Stile, St Mary's</u> <u>Road, Fillongley</u></p> <p>between the hours of (d) <u>9.30</u> and (d) <u>11.30</u> on</p> <p>(e) <u>Monday</u> to (e) <u>Friday</u></p> <p>commencing on (f) <u>4th May</u> 2015</p> <p>and ending on (g) <u>12th June</u> 2015</p> <p>3. Local Government Electors and their representatives have rights to:</p> <ul style="list-style-type: none"> • question the auditor about the accounts: and • object to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Council / Meeting (h) <p>The auditor can be contacted at the address in paragraph 4 below for this purpose on (i) <u>22 June 2015</u> and until the audit has been completed.</p> <p>4. The council's audit is being conducted under the provisions of the Audit Commission Act 1998, the Accounts and Audit (England) Regulations 2011 and the Audit Commission's Code of Audit Practice, all as transitionally saved. Your appointed auditor is:</p> <p>Mark Heap Grant Thornton UK LLP Royal Liver Building Liverpool L3 1PS Tel: 0151 224 7200</p> <p>5. This announcement is made by (j) _____</p>	<p>(a) Insert date of placing of the notice which must be not less than 14 days before the date in (f) below</p> <p>(b) Delete as appropriate</p> <p>(c) Insert name, position and address of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(d) Insert the times between which any person may apply to inspect the accounts. <i>NB Indicate if there is a lunchtime closure</i></p> <p>(e) 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</p> <p>(f) Insert date at least 21 working days before the date appointed for audit in (f) below</p> <p>(g) The inspection period between (f) and (g) must be 20 working days and (g) must be at least one day before the date appointed for audit in (f) below.</p> <p>(h) Delete as appropriate</p> <p>(i) The date appointed by the auditor</p> <p>(j) Insert name and position of person placing the notice</p>

Audited Body Name FILLONGLEY PARISH COUNCIL

NOTICE OF CONCLUSION OF AUDIT

Accounts year ended 31 March 2015

Audit Commission Act 1998 (as transitionally saved)
The Accounts and Audit (England) Regulations 2011

Insert date of placing the Notice

1. Date of Notice 30 / September 2015.

The date of conclusion of the audit is the date shown on the Auditor's Certificate and Report at Section 3 of the Annual Return.

2. Notice

The Audit of the Council's Accounts for the above year has been concluded on

01/02/15 by Grant Thornton UK LLP.

The Accounts must be published on conclusion of the Audit or on 30th September whichever is the earlier.

3. Publication of Accounts.

A copy of the Statement of Accounts and the Auditor's Certificate and Report thereon has been published.

The Statement of Accounts consists of sections 1, 2 and 3 of the Annual Return.

4. Local Government Elector's Rights

A Local Government Elector for the Parish may obtain, inspect or take a copy of the Statement of Accounts and Auditor's Certificate and Report by arrangement with the Clerk at the address and times set out below.

Complete as locally appropriate

5. Days and times of availability

Monday, Wednesday &

Friday 9-1pm

30/9/15 - 19/10/15

Complete as locally appropriate

6. Address where the Documents may be inspected or purchased

The Crooked Steeple

St Marys Road

Fillingley

Complete as appropriate

7. Signature and name of person giving Notice on behalf of Council

M. Badham Clerk and ~~for~~ Responsible Financial Officer

Amend if necessary

This Notice is to be displayed for 14 days.