LURGASHALL PARISH COUNCIL 2015/16

2014/15	INCOME & EXPENDITURE	2015/16
£		£
12,574	**FUNDS BROUGHT FORWARD**	28,519
£	**INCOME**	£
13,250	PRECEPT	13,500
7	CDC TAX GRANT	0
3	BANK INTEREST	7
312	ALLOTMENTS	110
12,370	GRANTS	4,980
133	VAT RECOVERED	2,546
255	MISCELLANEOUS	5
26,330	**TOTAL INCOME**	21,149
38,904		49,668
	GRANTS RECEIVED 2015/16	
	Operation Watershed funding £4,980	
2014/15	**EXPENDITURE**	2015/16
£		£
4,783	GENERAL ADMIN * (Note 2)	5,182
230	NEWSLETTER	380
290	CHAIRMANS ALLOWANCE	300
0	LITTER BIN EMPTYING	155
928	VILLAGE GREEN AND SURROUNDINGS * (Note 3)	5,084
613	ALLOTMENTS	507
1,064	PLAYGROUND	798
135	HIGHWAYS inc OPERATION WATERSHED	10,425
2,166	GRANTS AND DONATIONS * (Note 1)	2,385
177	VAT PAID	2,688
0	ELECTION COSTS	177
10,385	**TOTAL EXPENDITURE**	28,081
28,519	**TOTAL FUNDS AT YEAR END**	21,587

Note 1:	**GRANTS AND DONATIONS**	£
	VILLAGE HALL	1000
	PCC	375
	CRICKET CLUB	560
	L.R.A	250
	S137	
	CITIZENS ADVICE BUREAU (WAVERLEY)	50
	CITIZENS ADVICE BUREAU (ARUN & CHICHESTER)	50
	SUSSEX AIR AMBULANCE	50
	CHICHESTER DISTRICT FOODBANK (PETWORTH)	50
	TOTAL GRANTS AND DONATIONS	**2,385**
Note 2:	**GENERAL ADMINISTRATION**	£
	CLERKS SALARY	3,491
	WEST SUSSEX ALC LTD (ANNUAL SUBSCRIPTION)	171
	INSURANCE	628
	AUDIT	250
	GENERAL EXPENSES	488
	TRAINING	50
	MISCELLEANEOUS	103
	TOTAL	**5,182**

LURGASHALL PARISH COUNCIL

BANK RECONCILIATION as at 31st March 2016

FINANCIAL YEAR ENDING 31st MARCH 2016

Prepared by Helen Cruikshank, Parish Clerk and Responsible Financial Officer

	£	£
Balance per Current Account Bank Statement as at 31st March 2016		**5,023.39**
Balance per Reserve Account I Bank Statement as at 5th January 2016		**12,375.00**
Balance per Reserve Account II Bank Statement as at 29th February 2016		**4,814.70**
Less : unpresented cheques no's:		
Cheque no. 873 - Garden Escapes (Grass Cutting)	426.00	
Cheque no. 876 - CAB Waverley (Annual Donation 2015/16)	50.00	
Cheque no. 877 - CAB Arun & Chichester (Annual Donation 2015/16)	50.00	
Cheque no. 878 - Chichester District Foodbank (Annual Donation 2015/16)	50.00	
Cheque no. 879 - Sussex Air Ambulance (Annual Donation 2015/16)	50.00	
		626.00
Add: Monies yet to be credited:-		
		-
		21,587.09
The net balances reconcile to the Cash Book for the year, as follows:		
CASH BOOK		
Opening Balance 1st April 2015		28,518.99
Add : Receipts in the year		21,148.70
Less : Payments in the year		28,080.60
		21,587.09
Closing balance per cash book as at 31.03.16		**21,587.09**

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here: LURGASHALL 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 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
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 this smaller authority 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 gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority 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 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 this smaller authority.
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 this smaller authority 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. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities 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 this smaller authority and recorded as minute reference:

MINUTE REFERENCE

dated DD/MM/YY

Signed by:

Chair SIGNATURE REQUIRED

dated DD/MM/YY

Signed by:

Clerk SIGNATURE REQUIRED

dated DD/MM/YY

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here: LURGASHALL PARISH COUNCIL

	Year ending 31 March 2015 £	Year ending 31 March 2016 £	Notes and guidance (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	12,574	28,519	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. (+) Precept or Rates and Levies	13,250	13,500	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	13,080	7,648	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	3,385	3,491	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 smaller authority's borrowings (if any).
6. (-) All other payments	7,000	24,589	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	28,519	21,587	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	28,519	21,587	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 long term investments and assets	155,422	154,922	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	–	–	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

	Yes	No	
11. (For Local Councils Only) Disclosure note re 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 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority 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 this smaller authority 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

LURGASHALL PARISH COUNCIL

EXPLANATION OF VARIANCES – 2015/16

Section 1	2014/15	2015/16	Variance +/- £	Detailed explanation of variance
Box 2	13,250	13,500	250	
Box 3	13,080	7,648	-5,432	14/15 figures included Operation Watershed funding (£10,425), and grants for restoring the BT kiosk (£1,750). 15/16 includes Operation watershed funding (£4,980)
Box 4	3,385	3,491	106	
Box 5	0	0	0	
Box 6	7,000	24,589	17,589	15/16 figures include Operation Watershed projects (£10,425) and the BT restoration project (£2,888) and Village Green parking extension (£1,150)
Box 7	28,519	21,587	-6,932	Funding from Operation Watershed (£4,980)
Box 9	155,422	154,922	-500	Laptop no longer in use
Box 10	0	0	0	

Annual internal audit report 2015/16 to

Enter name of smaller authority here: LURGASHALL PARISH COUNCIL

This smaller authority'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 2016.

Internal audit has been carried out in accordance with this smaller authority'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 this smaller authority.

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. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates 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.			✓ N/A
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's 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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit PRINT NAME: JAMES TREE

Signature of person who carried out the internal audit SIGNATURE REQUIRED Date DATE: 19/04/2016

*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).