

# Bugthorpe & Kirby Underdale Parish Council

## Notice of conclusion of the audit and right to inspect the Annual Return Annual Return for the year ended 31 March 2015

Section 14 of the Audit Commission Act 1998, as transitionally saved

Accounts and Audit (England) Regulations 2011 (SI 2011/817), as transitionally saved

	Notes
1. The audit of accounts for <b>Bugthorpe &amp; Kirby Underdale Parish Council</b> for the year ended 31 March 2015 has been concluded.	
2. The Annual Return is available for inspection by any local government elector of the area of <b>Bugthorpe &amp; Kirby Underdale Parish Council</b> on application to:  (a) <u>D. J. LORD</u> <u>ESTATE OFFICE</u> <u>BUGTHORPE</u> <u>YORK YO41 1QG TEL: 01759 368219</u>	(a) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return
3. Copies will be provided to any local government elector on payment of <u>£1.00</u> (b) for each copy of the Annual Return.	(b) Insert a reasonable sum for copying costs
Announcement made by: (c) <u>D. J. LORD (CLERK)</u>	(c) Insert name and position of person placing the notice
Date of announcement: (d) <u>24/9/15</u>	(d) Insert date of placing of the notice

# Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

**BUGTHORPE & KIRBY UNDERDALE 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 £	31 March 2015 £	
1 Balances brought forward	-18	1090	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	3300 <sup>372</sup>	3400	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	1577 <sup>372</sup>	56	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	-850	-850	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	-116	-116	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	-2803	-2054	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	1090	1526	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	1090	1526	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	0	0	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	790	713	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes	no	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

*D. J. Lord*

Date **21/05/2015**

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

**01/06/2015**

and recorded as minute reference:

**8a**

Signed by Chair of the meeting approving these accounting statements.

*Dee S. Smith*

Date **01/06/2015**

## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

**BUGTHORPE & KIRBY UNDERDALE 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’ means that the council:
	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.		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

8a  
dated 01/06/2015

Signed by:

Chair *Das S. Khan*  
dated 01/06/2015

Signed by:

Clerk *J. J. Lewis*  
dated 01/06/2015

\*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:

**BUGTHORPE + KIRBY UNDERDALE**

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 (ACHU0046)

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.

Other matters not affecting our opinion which we draw to the attention of the Council:

The Annual Return was not accurately completed before submission for review:

- Section 1, Box 10 is inconsistent with the balance published by the Public Works Loan Board. The figure in Box 10 should read £673. Please ensure that this is used in the comparative figures on the 2015/16 Annual Return
- The Council has confirmed that the figure included in Box 4 (staff costs) is not paid to a member of staff. In future years, please include these payments within Box 6 (other payments). Please ensure that the restated amounts are used in the comparative figures on the 2015/16 Annual Return

External auditor signature

*PKF Littlejohn LLP*

External auditor name

PKF Littlejohn LLP

Date

18/09/15

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.