

(NAME): Kimberley and Carleton Forehoe Parish Council

**Notice of conclusion of the audit and right to inspect the Annual Return**

**Annual Return for the year ended 31<sup>st</sup> March 2016**

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

	Notes
1. The audit of accounts for the Council/Meeting (a) for the year ended 31 March 2016 has been concluded.	(a) Delete as appropriate
2. The Annual Return is available for inspection by any local government elector of the area of the Council /Meeting (a) on application to:  <u>(b) Catherine Moore - Parish Clerk</u> <u>Jubilee Farm, Fleggburgh Road</u> <u>Rollsby, Norfolk</u> <u>NR29 5HH</u>	(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return
2. Copies will be provided to any local government elector on payment of <del>£0.50</del> (c) for each copy of the Annual Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>Catherine Moore, Parish Clerk</u>	(d) Insert name and position of person placing the notice
Date of announcement: (e) <u>2<sup>nd</sup> September 2016</u>	(e) Insert date of placing of the notice



## Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here:

Kimberley and Carleton Forehoe 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:

2016/05/7.4

dated 13/05/2016

Signed by:

Chair

 REQUIRED

dated

13/5/2016

Signed by:

Clerk

 REQUIRED

dated

13/5/2016

\*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:

Kimberley and Culleton Forehece Parish Council

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	1,351	1,802	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	1,886	1,916	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	812	6,036	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	1,000	1,050	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	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	1,247	7,071	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	1,802	1,633	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	1,802	1,633	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 long term investments and assets	2	10,360	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re 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 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

amooe

Date

13/5/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

13/5/2016

and recorded as minute reference:

2016/05/17:5

Signed by Chair of the meeting approving these accounting statements.

Signed by Chair of the meeting approving these accounting statements.

Date

13/5/2016



## Section 3 – External auditor certificate and report

### 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here:

Kimberley and Carleton Forehoe Parish Council

### Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (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 smaller authority:

(continue on a separate sheet if required)

External auditor signature

Mazars LLP

External auditor name

Mazars LLP, Durham, DH1 5TS

Date

25 July 2016

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



## Annual internal audit report 2015/16 to

Enter name of  
smaller authority here:

Kimberley and Carleton Forehoe 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.			✓ NO PETTY CASH
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

ANNE ELIZABETH BARNES

Signature of person who carried out the internal audit

ANNE E. Barnes

Date

04/05/2016

\*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).

Kimberley and Carleton Forehoe Parish Council  
Items of expenditure over £100 2015-16

Date	Description	VAT (-)	S137 (-)	Payments (- )
<b>01/04/2014</b>	<b>OPENING BALANCE</b>			
01/04/2015	Clerk's Salary			£200.00
26/05/2015	Church Grass Cutting - Carleton Forehoe			£150.00
01/07/2015	Clerk's Salary			£200.00
15/09/2015	Parish Partnership - Vehicle Activated Signs			£5,761.40
01/10/2015	Clerk's Salary			£200.00
30/11/2015	Church Grass Cutting - Kimberley			£150.00
04/01/2016	Clerk's Salary			£200.00
10/03/2016	Laptop and printer	£71.60		£352.97
16/03/2016	Insurance			£164.25

## **KIMBERLEY AND CARLETON FOREHOE PARISH COUNCIL ACTION PLAN 2015-16**

Kimberley and Carleton Forehoe Parish Council will publish an action plan annually in May. The Plan will be drawn from the budget which is set in November and from matters as they are raised by members of the public.

The Parish Council will continually review the action plan, and will add any matters as required through the year.

### **Kimberley and Carleton Forehoe Parish Council's objectives for 2015-16 are:**

- To install two vehicle activated signs on the B1108 Norwich Road
- To make an application for the Local Council Award Scheme Foundation Award
- To continue good governance and management of Parish Council matters
- To ensure that meetings of the Council allow opportunities for members of the public to raise issues which will be discussed by the Council
- To consider and respond to all planning applications within the parish
- To support the clerk and councillors in training and development opportunities as identified

## Budget 2015-16

Company to pay:-	Amount	Comments
Zurich Insurance	£200.00	Was £159.00 2014/15
Kimberley Graveyard Maintenance	£175.00	
Carleton Forehoe Graveyard Maintenance	£175.00	
Clerks Salary	£1,000.00	
Norfolk ALC	£82.00	Was £79.79 2014/15
External Audit Fees	£0.00	New regime - no fee
Internal Auditor Fees	£30.00	
Fen Lease	£5.00	
Expenses (stamps etc)	£70.00	
Information Commissioner	£35.00	
Contingency	£214.40	
<b>TOTAL REQUIRED</b>	<b>£1,986.40</b>	

Grant	<b>£70.00</b>
Precept	<b>£1,916.40</b>
Tax Base	<b>63</b>
Band D Equivalent	<b>£30.42</b>
% increase / decrease	<b>0.00</b>