# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2016 

> Every smaller authority in England with an annual turnover of $£ 6.5$ million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the internal audit report is completed by the smaller authority's internal audit provider.
Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

Completing your annual return
Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, your notification of the commencement date of the period for the exercise of public rights and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1,2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.
More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk
*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

## Section 1 - Annual governance statement 2015/16

## We acknowledge as the members of:

Enter name of smaller authority here:

## Great Mongeham 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:


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## Section 2 - Accounting statements 2015/16 for

Enter name of smaller authority here:

|  | Year ending |  | Notes and guidance |
| :---: | :---: | :---: | :---: |
|  | 31 March 2015 £ | 31 March 2016 £ | 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 | 11,208 | 14,989 | 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 | 8,624 | 8,749 | Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 878 | 2,757 | 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 | 3,597 | 4,387 | 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 | 2,124 | 7,165 | 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 | 14,989 | 14,943 | 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 | 14,989 | 14,943 | 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 | 0 | 0 | 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 <br>  No | The Council acts as sole trustee for and is responsible for managing Trust funds or assets. <br> 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.


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

## $02 / 06 / 2016$

and recorded as minutereference:


## 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:

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Great Mongeham Parish Council
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## 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)


Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/O2. The AGN is available from the NAO website (www.nao.org.uk)

## Annual internal audit report 2015/16 to

Enter name of smaller authority here:

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.


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)

| NO OTIFER RISK AREAS IDENTIFIED |  |  |
| :---: | :---: | :---: |
| Name of person who carried out the internal audit PRANTHONY JOHN KILBEE |  |  |
| Signature of person who carried out the internal audit SIEN Date 23052016 |  |  |
| *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). <br> **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed). |  | whe |

## Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. Smaller authorities must approve the annual governance statement before approving the accounts.
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8 . More help on bank reconciliation is available in the Practitioners' Guide*.
6. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

| Completion checklist - | No' answers mean you may not have met requirements |  |
| :--- | :--- | :--- |
|  | All highlighted boxes have been completed? |  |
|  | All additional information requested, including the dates set for the period for the exercise of <br> public rights, has been provided for the extemal auditor? |  |
| Section 1 | For any statement to which the response is 'no', an explanation is provided? |  |
| Section 2 | Smaller authority approval of the accounting statements is confirmed by the signature of the Chair <br> of the approval meeting? |  |
|  | An explanation of significant variations from last year to this year is provided? |  |
|  | Bank reconciliation as at 31 March 2016 agreed to Box 8? | - |
|  | An explanation of any difference between Box 7 and Box 8 is provided? |  |
| Sections 1 and 2 | Trust funds - all disclosures made if a Council is a sole managing trustee? NB: Do not send trust <br> accounting statements unless requested. |  |
| Internal Audit report | All highlighted boxes completed by internal audit and explanations provided? |  |

*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.


[^0]:    *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.

