

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

MARDEN 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:

12 REFERENCE
dated 09/05/16

Signed by:

Chair

dated

Signed by:

Clerk

dated

SIGNATURE REQUIRED

09/05/16

Alice Sitter

09/05/16

*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:

MARDEN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	32,941	33,847	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	16,376	19,560	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	33,024	11,743	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	6,297	10,630	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	42,197	21,368	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	33,847	33,152	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	27,994	30,686	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	19,680	18,420	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	NIL	NIL	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

[Signature]

Date

09/05/16

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

09/05/16

and recorded as minute reference:

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Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date

09/05/16

Marden Parish Council Accounts 2015/2016

	<u>£</u>	<u>Income £</u>	<u>Expenditure £</u>	<u>Totals £</u>
Balance per bank statements as at 31/3/16				
Current Account	30,785.55			30,785.55
Less any un-presented cheques/deposits at 31/3/16				
C/N 1216 B Arscott			25.00	
C/N 1218 SLCC			74.50	99.50
<hr/>				
Net Balances as 31/3/16				30,686.05
<hr/>				
Cash Book				
Opening balance 1 April 2015				
Current a/c	28,197.77			28,197.77
Add: Receipts in the year	37,155.90			37,155.90
Less: Payments in the year			34,463.62	34,463.62
Less: Payments from 2014-15 presented after 1/4/15				
C/N 1153			204.00	204.00
<hr/>				
Closing balance per cash book as at 31/3/16				30,686.05
<hr/>				

**MARDEN PARISH COUNCIL
HEREFORDSHIRE**

Explanation of Variances

Box on section 2	2015 £	2016 £	Variance increase (+) or decrease (-)	% (Variance divided by 2015 figure multiplied by 100)	Explanation (If more than £250 or 15%)
Box 2 Precept	16,376	19,560	+3,184	19.4	£2,457 for Lengthsman scheme to generate matched funding £693 for Salary and expenses £34 for Parish expenses
Box 3 Other receipts	33,024	11,743	-21,281	64.4	Less £21,417 – no S106 monies from Herefordshire Council Less £4,717 – smaller NDP grant this year Less £300 – no S&A speed donation Less £4 – no bank interest More £2,761 – P3 money & increase in Lengthsman grant More £535 – green sacks sold Balance – funds from reserves for New Community Facility working group (NCF)
Box 4 Staff costs	6,297	10,630	+4,333	68.8	Basic salary increase of £439/quarter for last quarter paid in year – increase in hrly rate and 20% increase in hours Extra hours for NDP and NCF working groups - £3,894
Box 6 All other payments	42,197	21,368	-20,829	49.3	Less £20,527 – no S106 monies on new playground equipment Less £4,799 – on Neighbourhood Development Plan costs Less £900 – less website costs Less £300 – no deployment of Speed Indicator Devices Less £783 – only one Parish Freighter invoiced Less £445 – no work on war memorial Less £59 – fewer meetings, less room hire Less £147 – reduced insurance premium negotiated Less £119 – smaller photocopier charges Less £714 – smaller S137 grants Less £25 – lower audit fees More £204 – increased training costs, course for new projects More £3,998 – increased Lengthsman costs More £91 – increase in stationery & postage, extra printing for working groups More £1,500 – planning consultancy fees for objection documents More £478 – new photocopier purchased More £115 – improvement to track to scout hut More £1,095 – new parish notice boards More £517 – NCF project costs

Box on section 2	2015 £	2016 £	Variance increase (+) or decrease (-)	% (Variance divided by 2015 figure multiplied by 100)	Explanation (If more than £250 or 15%)
Box 9 Total fixed assets	19,680	18,480	-1,200	6.0%	Loan of £2,000 made by PC in 2012-13. 2 repayments of £400 made in 2013-14 and 2014-15 Remainder of loan (£1,200) written off by the PC in 2015-16 and converted to a grant

**MARDEN PARISH COUNCIL
HEREFORDSHIRE**

Reconciliation between boxes 7 and 8

Box 7		33,152
Box 8	30,686	
	+ 2,466 – VAT paid in 2015-16 and not refunded yet	33,152

This page is part of Section 3 - External auditor certificate and opinion 2015/16

**Marden Parish Council
Audit Report for the year ended 31 March 2016**

**Other matters not affecting our opinion which we wish to draw to the attention
of Marden Parish Council for the year ended 31 March 2016**

**Order of signing the Annual governance statement (Section 1) and the
Accounting statements (Section 2)**

The Parish Council has considered, approved and signed the Annual Governance Statement (Section 1) and the Accounting Statements (Section 2) on the same day and under the same minute reference. The Accounts and Audit Regulations 2015 stipulate that the Annual Governance Statement must be considered, approved and signed before the Accounting statements at Section 2 by resolution of members of the authority meeting as a whole. In future, the Parish Council should ensure that the minute references clearly demonstrate that that the Annual Governance Statement was considered, approved and signed before the Accounting statements.

Accounting for Fixed Assets

It has come to our attention that Box 9 of Section 2 of the Annual Return, the Accounting Statements, has not included fixed assets purchased in the year 2015/16 as detailed in Box 6 which states the council purchased a photocopier and notice boards, which total £1,573.

A formal schedule of assets should be maintained and regularly updated. This should be reported in Box 9 of Section 2 of the Annual Return.

The council should restate the 2016 figures on next year's Annual Return and write "restated" beneath the £ sign on the 2016 column.

The Practitioners' Guide has been updated in 2016 and new guidance on accounting for fixed assets will apply in 2016/17. The Council should review this guidance when completing the 2016/17 annual return and ensure that it classifies its assets appropriately and the correct value of the asset is included in Box 9.


for Grant Thornton UK LLP
Date 7/11/16

Our ref HRF084

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

MARDEN 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.	✓		
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 **CLARE MILES FCCA**

Signature of person who carried out the internal audit **C. Miles** Date **03/05/16**

*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).