

(NAME): HALLESDON PARK+ 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 2012**

Section 14 of the Audit Commission Act 1998

Accounts and Audit (England) Regulations 2011 (SI 2011/817)

<p>1. The audit of accounts for the Council/<del>Meeting (a)</del> for the year ended 31 March 2012 has been concluded.</p> <p>2. The Annual Return is available for inspection by any local government elector of the area of the Council /<del>Meeting (a)</del> on application to:</p> <p>(b) <u>MRS PATRICIA KIRBY - CLERK</u> <u>PARK COUNCIL OFFICE</u> <u>HALLESDON COMMUNITY CENTRE</u> <u>MIDDLETONS LANE NR6 5SR</u></p> <p>2. Copies will be provided to any local government elector on payment of £ <u>1</u> (c) for each copy of the Annual Return.</p> <p>Announcement made by: (d) <u>MRS PATRICIA KIRBY - CLERK</u></p> <p>Date of announcement: (e) <u>17 OCTOBER 2012</u></p>	<p>Notes</p> <p>(a) Delete as appropriate</p> <p>(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert name and position of person placing the notice</p> <p>(e) Insert date of placing of the notice</p>
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# Section 1 – Accounting statements for

HELLESDON PARISH COUNCIL

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 2011 £	31 March 2012 £			
1 Balances brought forward	576716	633798	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	268145	368145	Total amount of precept received or receivable in the year.		
3 (+) Total other receipts	26694	29289	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
4 (-) Staff costs	(165700)	(176485)	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	(11288)	(6422)	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).		
6 (-) All other payments	(160769)	(150967)	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	633798	697358	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	630716	687752	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 and long term assets	2045794	2081761	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.		
10 Total borrowings	6000	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		
11 Trust funds (including charitable) disclosure note	YES -	NO NO	YES -	NO NO	<b>Disclosure Note:</b> The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that for the year ended 31 March 2012 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

*K. A. P. Ch*

Date 12.06.2012

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

12.06.2012

and recorded as minute reference:

43 - ISA.4

Signed by Chair of the meeting approving these accounting statements.

*K. A. P. Ch*

Date 12.06.2012

## Section 3 – External auditor’s certificate and opinion

### Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2012 of

KILLESNOON PARISH COUNCIL

### Respective responsibilities of the council and the auditor

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

- summarises the accounting records for the year ended 31 March 2012; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

### External auditor’s report

On the basis of our review, 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 and supporting information were not submitted for audit by the date requested.

The Council should formally review and approve the risk assessment annually.

The work of the internal auditor should cover all relevant boxes in Section 4 or an explanation should be provided for areas not covered (Boxes F, G and H), in accordance with the guidance in the Annual Return.

The Council must ensure it takes appropriate action to address the matters raised by the internal auditor in her detailed report.

External auditor’s signature:

Mazars LLP

External auditor’s name:

Mazars LLP, Southampton, SO15 2BE

Date:

28/9/2012

**Note:** The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission’s publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

## Section 4 – Annual internal audit report to

HOLMESDON PARISH COUNCIL

The council'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 2012.

Internal audit has been carried out in accordance with the council'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 the council.

Internal control objective	Agreed? Please choose from one of the following		
	Yes	No*	Not covered**
A Appropriate books of account have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept 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.			2010/11 planned for 2012/13
G Salaries to employees and allowances to members were paid in accordance with council 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, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.			✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Print name of person who carried out the internal audit JULIE GRIMMER - PARTNER LARKING GOWN  
 Signature of person who carried out the internal audit [Signature] Date 7/6/12

**\*Note:** 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).