

Agenda Item 11

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

COUNCIL MEETING 3rd June 2014

Annual Return

The Annual return for the year ended 31st March 2013 has been prepared in accordance with the statutory requirements. As required the accounts have been open for inspection and have had no request to view the books.

I have attached the following documents:

1. Annual Return for approval and signature by the Parish Chairman and Parish Clerk.
2. Statement of Income and expenditure for the financial year 2013-2014 on which the Annual Return is based.
3. Year end bank reconciliation for the financial year 2013-2014.

The Parish Clerk is meeting the internal auditor on the 2nd June 2013.

Recommendations;

That Cambourne Parish Council authorise the Parish Chairman and Parish Clerk to sign the Annual Return on behalf of the Parish Council.

Local Councils in England

Annual return for the financial year ended 31 March 2014

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2014.

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 sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2014, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do not send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2014.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here:

CAMBOURNE 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 2013 £ | 31 March 2014 £ | | | |
| 1 Balances brought forward | 212,370 | 210,808 | 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 | 339,915 | 366,525 | Total amount of precept received or receivable in the year. | | |
| 3 (+) Total other receipts | 823,343 | | Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here. | | |
| 4 (-) Staff costs | 180,502 | | 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 | 33,906 | 33,906 | Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any). | | |
| 6 (-) All other payments | 959,412 | 385,101 | 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 | 20,808 | 1,216,183 | 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 | 223,731 | 1,191,875 | 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 other long term investments and assets | 5,160,050 | 5,176,316 | 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 | 305,151 | 245,562 | 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 | yes | no | The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions. |

I certify that for the year ended 31 March 2014 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

Date

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

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

CAMBOURNE 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 2014, 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. | 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 the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*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.