

# Section 1 – Accounting statements for


Wicklewood Parish Council

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

1	Balances brought forward	19,410 <sup>207*</sup>	10,483	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	7,606	8,005	Total amount of precept receivable or received in the year.
3	(+) Total other receipts	15,447 <sup>468*</sup>	23,323	Total receipts or income as recorded in the cashbook less the precept received. Includes support, discretionary and revenue grants.
4	(-) Staff costs	4,713	5,010	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	1,357	1,357	Total expenditure or payments of capital and interest made during the year on borrowings (if any).
6	(-) Total other costs	25,728	21,803	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	10,667 <sup>483*</sup>	13,641	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	10,667 <sup>483*</sup>	13,641	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	371,470	371,470	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	15,856	16,181	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11	Trust funds (including charitable) disclosure note	N/A	N/A	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 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, for the year ended 31 March 2010.

Signed by Responsible Financial Officer



Date 05107110

I confirm that these accounting statements were approved by the council and recorded as minute reference

071714

Date 0510712010

Signed by Chair of the meeting at which these accounting statements were approved.



Date 05107110

## Section 2 – Annual governance statement

We acknowledge as the members of Wicklewood 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 2010, that:

- |   |   |     |   |
|---|---|-----|---|
| 1 | We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.   | Yes | prepared its accounting statements in the way prescribed by law.  |
| 2 | We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption <b>and</b> reviewed its effectiveness.  | Yes | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   |
| 3 | We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances. | Yes | has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.  |
| 4 | We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   | Yes | during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.   |
| 5 | We have carried out an assessment of the risks facing the council <b>and</b> taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.   | Yes | considered the financial and other risks it faces and has dealt with them properly.   |
| 6 | We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems <b>and</b> carried out a review of its effectiveness.   | Yes | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work. |
| 7 | We have taken appropriate action on all matters raised in reports from internal and external audit.   | Yes | responded to matters brought to its attention by internal and external audit.   |
| 8 | We have 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.                                  | Yes | 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 have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting <b>and</b> , if required, independent examination or audit.                   | N/A | 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 local council and recorded as minute reference

07/7/10 dated 05/07/10

Signed on behalf of Wicklewood Parish Council

Signed by: Chair [Signature] Date 05/07/10

Signed by: Clerk C. Moore Date 05/07/10

**\*Note:** Please provide explanations to the external auditor on a **separate sheet** for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.

## 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 2010 of

Wicklemwood 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 is also responsible for preparing an annual return which:

- summarises the council accounting records for the year ended 31 March 2010; 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

Except for the matters reported below on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission's requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

A) The Council failed to approve the Annual Return by 30 June 2010, the date required by the Accounts and Audit Regulations 2003 (as amended).

Other matters not affecting our opinion which we draw to the attention of the council/meeting:

- A) Please avoid the use of correction fluid on the Annual Return.  
B) Please ensure that cashbook figures on the bank reconciliation submitted agree to those on the Annual Return.

External auditor's signature:

Mazars LLP

External auditor's name:

Mazars LLP, Southampton, SO15 2BE

Date:

15/9/2010

**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*.