

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

S HOSCOMBE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	Restated 2440.00	4707.00	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	6813.00	7775.00	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1170.00	3034.00	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	Restated 2415.00	3214.00	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	3301.00	7140.00	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	4707.00	5162.00	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	4707.00	5162.00	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	32513.00	32513.00	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
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.
			<input checked="" type="checkbox"/>

I certify that for the year ended 31 March 2017 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:

S. Gonacio

Date

27/4/2017

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

27/4/2017

and recorded as minute reference:

Financial Matters Approval 2

Signed by Chair at meeting where approval is given:

J. J. Wicks

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

Stoscombe 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 2017, 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 on:

27/4/2017

and recorded as minute reference:

Financial Matters APPROVAL 1

Signed by Chair at meeting where approval is given:

J. J. Wickham

Clerk:

S. M. Forde

*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.

INSERT NAME OF SMALLER AUTHORITY

DECLARATION OF STATUS OF PUBLISHED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

The Accounts and Audit Regulations 2015 (SI 2015 No.234)

1. The statement of accounts for SHOSCOMBE PARISH COUNCIL *
published today is unaudited and may be subject to change.

* insert name of Smaller Authority

2. Signed by:

Signature: S. Housheer

Date: 2nd May 2017

RESPONSIBLE FINANCIAL OFFICER

A&A 2015 Regulation 15(2)(a)(i)(aa)

SHOSCOMBE PARISH COUNCIL – RECEIPTS AND PAYMENTS
2016-2017

RECEIPTS

Precept	£7775.20
Grant	£330.00
Natwest Voucher Refund	£139.75
Village Plan Donation	£200.00
Church Newsletter Contribution	£500.00
Village Plan Donations	£569.06
Refund of Village Hall Grass Cutting	£442.80
Donation to Village Plan	£50.00
Refund of VAT	£609.90
B&NES Planning fees reimbursement	£192.50

TOTAL

£10,809.21

PAYMENTS

Staff Costs	£2232.00
HMRC	£678.28
Clerk's Expenses	£303.88
Insurance	£514.86
General Admin (stationary)	£53.18
Section 137 Payments (Newsletter Donation)	£500.00
Subscriptions (ALCA)	£74.31
ALCA Training Fees and Councillor Books	£390.00
Village Plan Expenditure	£441.81
Dunkley's Payroll	£192.00
Laptop and Scanner etc	£629.44
Survey Monkey	£73.67
IT Training	£84.00
Voucher fee	£3.25
Website Expenses	£101.59
Play Area Inspection	£85.00
Grass Cutting 2015/16	£942.00
Grass Cutting 2016/17	£1962.00
M. Upton Mileage Expenses	£26.55
Notice Board keys and magnets	£28.00
Village Day Rosettes	£86.57
Burial Board Precept	£952.00

Total

£10,354.39

Retained Surplus Brought Forward

£4706.62

Retained Surplus Carry Forward

£5161.44

Bank Reconciliation

Shoscombe Parish Council

Financial Year Ending March 2017

Prepared by Mrs. J. Fossaceco (Clerk) April 2017

Balance as per bank statement March 2017	£	£
	<u>5161.00</u>	5161.00
Net Balances as at March 2017		£5161.00

CASH BOOK

Opening Balance	4707.00
Receipts	10809.00
Less Payments	10354.00
Closing Balance as per cash book	<u>£5162.00</u>

***£1.00 difference due to rounding