

WITHIEL PARISH COUNCIL
DECLARATION OF STATUS OF PUBLISHED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016

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

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

* insert name of Smaller Authority

2. Signed by: ROBIN TURNER, CLERK

Signature: [Signature]

Date: 6th May 2016

RESPONSIBLE FINANCIAL OFFICER

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

WITHEL 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.	YES		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.	YES		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.	YES		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.	YES		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.	YES		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.	YES		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.	YES		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.	YES		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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	
		N/A	

This annual governance statement is approved by this smaller authority and recorded as minute reference:

68/16

dated 04/05/16

Signed by:

Chair

Janet R Stewart

dated

04/05/16

Signed by:

Clerk

A. Hume

dated

04/05/16

*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:

WITHER PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	1990	4841	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	4750	4500	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11606	12506	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	981	2433	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	12524	13030	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	4841	6384	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	4841	6384	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	4812	4812	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.
	NIL	NIL	

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

R. K. [Signature]

Date 04/05/16

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

04/05/16

and recorded as minute reference:

69/16

Signed by Chair of the meeting approving these accounting statements.

Janet R. [Signature]

Date 04/05/16

LOCAL COUNCIL NAME : Withiel Parish Council
COUNTY : Cornwall
BANK RECONCILIATION YEAR ENDED 31 MARCH 2016

		£
A	Balance on the bank statement at 31 March 2016 (taken from bank statement)	<u>£7,265.81</u>
Outstanding items		
B	Less unpresented cheques (to agree with list below)	<u>£832.00</u>
C	Plus uncleared payments into bank	<u>0</u>
D	Petty cash Plus any petty cash balance held at 31 March 2016	<u>0</u>
E	Balance in the cash book (council's own records) at 31 March 2016 (Calculated as A-B+C+D=E and agrees with Box 8 on the Annual Return)	<u>£6,383.81</u>

Chq no: 100536 - payee: WFFA - AMOUNT £152 per minute no 14116
Chq no: 100537 - payee: Withiel PCC - AMOUNT £320 per minute no 14116

WITHIEL PARISH COUNCIL – CORNWALL (CWL217)

EXPLANATIONS OF SIGNIFICANT VARIANCES

Box on section 1	2015 £	2016 £	Variance Increase (+) or decrease (-) (2016 less 2015) £	% (Variance divided by 2015 figure multiplied by 100)	Explanation required? Less than £250? - NO Less than 15% - NO More than 15% - YES
Box 2 Annual Precept	4750	4500	(-) 250	5.26%	NO
Box 3 Total other receipts	11606	12506	(+) 900	7.75%	NO
Box 4 Staff costs	981	2433	(+) 1452	148.00%	YES
Box 5 Loan interest/ capital repayments	NIL	NIL	NIL	NIL	NO
Box 6 All other payments	12524	13030	(+) 506	4.04%	NO
Box 9 Total fixed assets	4812	4812	NIL	NIL	NO

WITHIEL PARISH COUNCIL CORNWALL (CWL217)

EXPLANATIONS OF SIGNIFICANT VARIANCES

BOX NO 4	£
Figure in 2015 column	981
Figure in 2016 column	2433
Variance (2015 figure less 2016 figure)	1452

Reasons (as many as are applicable)	Amount £
Reason 1	New clerk appointed July 2014 in a paid capacity, previously an honorary role. Salary paid to year end 31/3/15 was for part of that financial year. The full annual cost was paid in the 2015/16 financial year, thus increasing the staff costs by £1452.
Reason 2	
Reason 3	
Reason 4	
Unexplained	NIL
Confirm unexplained amount is less than 15% of 2014 figure	CONFIRMED.