

## Little Wolford Parish Meeting : Financial year to 31 March 2015

### All Items of Expenditure above £100

<b>Date the expenditure was incurred</b>	<b>Summary of the purpose of the expenditure</b>	<b>Amount (£)</b>	<b>Value Added Tax that cannot be recovered (£)</b>
01 Apr 2014	Cemetery maintenance (2013/14)	£200.00	nil
20 Mar 2015	Cemetery maintenance (2014/15)	£200.00	nil

# LITTLE WOLFORD PARISH MEETING

Financial year ending 31 March 2015

## Balance Sheet

	2014-15		2013-14	
	£	£	£	£
Fixed Assets		0.00		0.00
Current Assets				
Cash at bank	460.00		380.00	
Alto pre-paid debit card	45.84		55.84	
Royal Mail pre-paid postage	8.85			
		<b>514.69</b>		<b>435.84</b>
Current Liabilities				
Unpresented cheques	0.00		(200.00)	
		0.00		(200.00)
Net Current Assets		514.69		235.84
Net Total Assets		<b>514.69</b>		<b>235.84</b>

## Summary of Income & Expenditure

	2014-15		2013-14	
	£	£	£	£
Brought Forward		235.84		0.00
Income				
Precept	430.00		500.00	
Council Tax Benefit Grant	70.00		0.00	
		500.00		500.00
Expenditure				
Office Supplies	-		(37.66)	
Village Hall Hire	(10.00)		(10.00)	
WALC/NALC Membership	(10.00)		(10.00)	
Postage	(1.15)		-	
Pre-paid Debit Card Fees	-		(6.50)	
Cemetery Maintenance	(200.00)		(200.00)	
		(221.15)		(264.16)
Carried Forward		<b>514.69</b>		<b>235.84</b>

**Prepared:** David Farman (RFO), 01 April 2015

**Audited:** Gill Cotter (Internal Auditor), 17 April 2015

**Approved:** David Farman (Chairman), 22 April 2015

## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

**LITTLE WOLFORD 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 2015, 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

6.3

dated 22/04/2015

Signed by:

Chair *DJ Farman*

dated 22/04/2015

Signed by:

Clerk M/A

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.



# Section 4 – Annual internal audit report 2014/15 to

LITTLE WOLFORD PARISH

Council/Meeting

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 2015.

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 only one of the following		
	Yes	No	Not covered**
A Appropriate accounting records 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.	✓		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.			N/A
H Asset and investments registers were complete and accurate and properly maintained.			N/A
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:

\*\* G: No salaries or allowances paid  
H: No assets or investments

Name of person who carried out the internal audit GILLIAN COTTER

Signature of person who carried out the internal audit [Signature] Date 17/04/2015

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).

## **Little Wolford Parish Meeting : Financial year to 31 March 2015**

### **List of Councillor or Member Responsibilities**

1. Little Wolford Parish Meeting neither elects nor co-opts any Councillor.
2. Little Wolford Parish Meeting neither elects nor appoints a Parish Clerk.
3. Little Wolford Parish Meeting elects a Chairman at each Parish Annual Meeting: the current Chairman is Mr David Farman of The Rosary, Rosary Lane, Little Wolford.
4. The elected Chairman of Little Wolford Parish Meeting assumes the role and duties of Responsible Financial Officer.
5. Little Wolford Parish Meeting elects an Internal Auditor at each Parish Annual Meeting: the current Internal Auditor is Mrs Gill Cotter of Broadmoor Lodge, Little Wolford.

## **Little Wolford Parish Meeting : Financial year to 31 March 2015**

### **Public Land and Building Assets**

1. Little Wolford Parish Meeting owns no real property, nor real assets of any other nature.