

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

CORRY WESTON 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.	Y		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.	Y		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.	Y		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.	Y		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.	Y		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.	Y		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.	Y		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.	Y		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.
		Y	

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

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dated 12-05-2016

Signed by:

Chair

[Signature]
dated 12-5-2016

Signed by:

Clerk

[Signature]
dated 12.5.2016

*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:

CONEY WESTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015	31 March 2016	
			Please round all figures to nearest £1. Do not leave any boxes blank and report 0 for Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	4387	4514	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	2197	3993	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	783	1084	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	NIL	NIL	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	2850	3207	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	4514	6387	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	4514	6387	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	30529	30770	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.
	-	No	

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

Olana Bayesek

Date 12.5.2016

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

12.05.2016

and recorded as minute reference:

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Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date 12.5.16

Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

CONEY WESTON PARISH COUNCIL

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

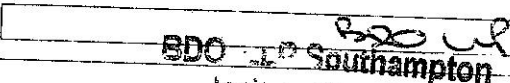
External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate)

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature 
External auditor name **BDO LLP Southamton** Date **1/5/16**
limited liability partnership **Kingdom**

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

CONEY WESTON PARISH COUNCIL

SUMMARY RECEIPTS & PAYMENTS FOR THE YEAR ENDING 31st

MARCH 2016

2015	Receipts	2016
£		£
2197	Precept	3993
546	Grant from St Edmundsbury BC	312
1.96	Consuls (Interest + £99.18 repaid)	100.16
150	Village Hall Car Park	150.00
83.10	VAT Refund	197.87
<u>2.12</u>	Bank interest	3.68
<u>2980.18</u>	Transparency Fund	<u>320.00</u>
		<u>5076.71</u>
328.00	General administration	1257.49
1821.68	Insurance	815.71
<u>700.62</u>	Misc	<u>1133.38</u>
<u>2850.30</u>		<u>3206.58</u>

RECEIPTS AND PAYMENTS SUMMARY

4386.84	Balance at 1 st April 2015	4516.72
2980.18	Total Receipts	5076.71
<u>(2850.30)</u>	Less total payments	<u>(3206.58)</u>
<u>4516.72</u>		<u>6386.85</u>


REPRESENTED BY

76.92	Current Account	343.37
4439.80	Premium Account	6043.48
<u>4516.72</u>		<u>6386.85</u>

The above statement represents fairly the financial position of the Parish Council at 31st March 2016 and reflects the receipts and payments during the year.

Signed:

Responsible Financial Officer
Chairman

Anna Haylock


Date

Date

12.05.2016

12.05.2016

CONEY WESTON PARISH COUNCIL
Supporting notes for the year ended 31st. March 2016

Assets

At the 31st March 2016 the following assets were held:


Description	Basis of valuation	Value £
Playingfield	Cost June 1967	600
Bus Shelter	Insurance Value	3000
War Memorial	Estimated	7000
Notice Board	Estimated	100
Old Playground Equipment	Estimated	500
Village Sign	Insurance Value	2000
Village Seat	"	300
Playingfield Seats		600
Play equipment (Springer,jumbolander,train,swing,3 panels)		14850
Picnic Table/seat		1200
Taylor Seat		300
HP Computer and Brother Printer		<u>320</u>
		<u>30770</u>

Section 137 payments

The limit for spending under Section 137 of the Local Government Act 1972 for this council for 2015-2016 was 311 x £7.36 = £2288.96

Payments were made as follows:-

British Legion poppy wreath 17

Approved by R.F.O.  Date 12.5.16

Chairman  Date 17.5.16

Receipts & Payments Summary

Misc.	Village Hall Car Park	150
	Grass Cutting	649
	Village sign garden	35
	Website Training	24
	Notice Boards	258

Plus poppy wreath 17
1133

Borrowings, leases, debts outstanding, tenancies, agency work, advertising and publicity and pensions were nil in the year ending 31st. March 2016

Coney Weston Parish Council

Variations from last year to this year 2016

Box 2 Precept higher to include salary for new clerk

Box 3 Includes money from Government Transparency Fund and VAT refund more

Box 6 Includes purchase of computer and printer under Government Transparency Fund

Box 9 Includes items purchased under Box 6 (Computer and Printer £320) less Consuls redeemed at £99

The remaining items reflect the above

The cash balance £6386.85 is made up of savings account £6043.48 plus current account £343.37

As of 12th May 2016 our new Clerk/RFO is Mr Reg Jay



Diana Haycock

2015/16 Items of Expenditure above £100

14/5/15	Suffolk Association of Local Councils Subscription	£162
14/5/15	Clerk's Expenses	£140
2/7/15	G & C Noel – Village Hall Car Park Lease	£150
3/9/15	Parish Council Insurance	£365.22
5/11/15	St Edmundsbury B.C. Playingfield Grass Cut	£649.20
30/11/15	121 Computer Services (Laptop & Printer)	£383.97
8/12/15	P Fleig Materials for Notice Boards	£258.18
8/12/15	St Edmundsbury B.C. Election Expenses	£441.53
3/3/16	Allied Westminster Village Hall Insurance	£450.49

Anna Baycock

CONEY WESTON PARISH COUNCIL
RISK ASSESSMENT

March 2016

IDENTIFY RISKS

MEASURES TAKEN

1 Financial

1.1 Fraud

No cash handled
All payments made by cheque,
signed by two councillors and
approved at meetings

1.2 Debt

Budget prepared annually and
monitored at meetings

No employees

2 Physical

No events organised by P.C.
Buildings covered by insurance

3. Legal

Covered by insurance

CONEY WESTON PARISH COUNCIL
EFFECTIVENESS OF INTERNAL AUDIT

March 2016

The Auditor is independent and competent.

There is no particular relationship with the Clerk or Councillors