

# Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: **CONRY WESTON PARISH**

Council/Meeting

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

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.			
1 Balances brought forward	4204	4387	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	2202	2197	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	1162	783	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
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 council's borrowings (if any).
6 (-) All other payments	3181	2850	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	4387	4514	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	4387	4514	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	30549	30549	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council 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 Disclosure note Trust funds (including charitable)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no — 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.

I certify that for the year ended 31 March 2015 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.

Signed by Responsible Financial Officer

*Aliaat Bayrak*

Date 14.5.2015

I confirm that these accounting statements were approved by the council on this date:

14.5.2015

and recorded as minute reference:

Ag 356 Item 9

Signed by Chair of the meeting approving these accounting statements.

*B*

Date 14.5.2015

# Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

CONEY WESTON 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 No	'Yes' means that the council:
1 We approved the accounting statements 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 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 the council 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 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.	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 council 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 the council.
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 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 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

Pg 356 Item 9  
dated 14.5.2015

Signed by:

Chair

dated

14.5.2015

Signed by:

Clerk

dated

14.5.2015

\*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 3 – External auditor certificate and report 2014/15

## Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

CONEY WESTON PARISH

Council/Meeting

### Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (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 council:

No matters that need to be reported to the council came to our attention.

BDO LLP Southampton  
United Kingdom

(continue on a separate sheet if required)

External auditor signature

External auditor name

BDO LLP Southampton  
United Kingdom

Date

14/9/15

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

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

CONEY WESTON PARISH COUNCIL

SUMMARY RECEIPTS & PAYMENTS FOR THE YEAR ENDING 31<sup>st</sup>

MARCH 2015

2014	Receipts	2015
£		£
2202	Precept	2197
754	Grant from St Edmundsbury BC	546
1.96	Consuls	1.96
	Village Hall Car Park	150.00
253.52	VAT Refund	83.10
2.04	Bank interest	2.12
<u>3213.52</u>		<u>2980.18</u>
373.82	General administration	328.00
1440.25	Insurance	1821.68
1367.11	Misc	700.62
<u>3181.18</u>		<u>2850.30</u>

RECEIPTS AND PAYMENTS SUMMARY

4204.50	Balance at 1 <sup>st</sup> April 2014	4386.84
3363.52	Total Receipts	2980.18
(3181.18)	Less total payments	(2850.30)
<u>4386.84</u>		<u>4516.72</u>

REPRESENTED BY

1549.16	Current Account	76.92
2837.68	Premium Account	4439.80
<u>4386.84</u>		<u>4516.72</u>

The above statement represents fairly the financial position of the Parish Council at 31<sup>st</sup> March 2015 and reflects it's receipts and payments during the year.

Signed:

Responsible Financial Officer  
Chairman



Date 14.5.15  
Date 14.5.15.

CONEY WESTON PARISH COUNCIL

Supporting notes for the year ended 31<sup>st</sup>. March 2015

Assets

At the 31<sup>st</sup> March 2015 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
Consuls		<u>99</u>
		<u>30549</u>

Section 137 payments

The limit for spending under Section 137 of the Local Government Act 1972 for this council for 2014-2015 was 308 x £7.36 = £2266.88

Payments were made as follows:-

British Legion poppy wreath 17

Approved by R.F.O. *Diana Hoycock* Date 14.5.15

Chairman *B* Date 14.5.15.

Receipts & Payments Summary

Misc.	Village Hall Car Park	150
	Grass Cutting	498
	Village sign garden	35

Plus poppy wreath 17  
700

Borrowings, leases, debts outstanding, tenancies, agency work, advertising and publicity and pensions were nil in the year ending 31<sup>st</sup>. March 2015

Coney Weston Parish Council

Variations from last year to this year 2015

Box 2 Precept not so high

Box 3 VAT refund less (only 1 invoice on which to claim)

Box 6 No more expenses for village hall car park lease but 2 insurance premiums for village hall as we have changed provider and it is now less

The remaining items are similar to previous year

The cash balance £4516.72 is made up of savings account £4439.80 plus current account £76.92

As of 7<sup>th</sup> May 2015 our new Chairman is Mr Ben Hogg

Diana Haycock

2014/15 Items of Expenditure above £100

6/3/14	Village Hall Insurance	£1038.10
28/4/14	Suffolk Association of Local Councils Subscription	£158
28/4/14	Clerk's Expenses	£140
3/7/14	G & C Noel – Village Hall Car Park Lease	£150
26/9/14	Parish Council Insurance	£365.22
5/11/14	St Edmundsbury B.C. Playingfield Grass Cut	£498.36
9/3/15	Allied Westminster Village Hall Insurance	£418.36