

30 WORKING DAY PERIOD FOR THE  
EXERCISE OF PUBLIC RIGHTS  
COMMENCES ON 12 JUNE 2017

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England

## Annual return for the year ended 31 March 2017

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

**Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.**

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

SANDON 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.	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	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:

10/05/2017

and recorded as minute reference:

17.35-2

Signed by Chair at meeting where approval is given:

 SIGNATURE

Clerk:

 SIGNATURE

\*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 2016/17 for

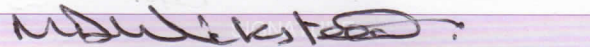
Enter name of smaller authority here:

SANDON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
			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	4,376	7,166	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	6,256	7,134	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	8,351	2,611	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	1,094	1,532	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	10,723	8,221	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	7,166	7,158	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	7,166	7,158	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 long term investments and assets	25,304	25,944	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.
		NO	

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:



Date

09/05/2017

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

10/05/2017

and recorded as minute reference:

17.35-3

Signed by Chair at meeting where approval is given:



# Annual internal audit report 2016/17 to

Enter name of smaller authority here:

SANDON PARISH COUNCIL

This smaller authority'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 2017.

Internal audit has been carried out in accordance with this smaller authority'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 this smaller authority.

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.	YES		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	YES		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	YES		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			NA

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

DAVID WILLIAM CAMPS

Signature of person who carried out the internal audit

DN Camps

Date

10/05/2017

\*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).

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Sandon Parish Council 2016 / 2017 Accounts - Audit Notes. Sheet 1 of 1

**Year End Bank Reconciliation - 31 March 2017**

	£	£	Value to nearest £1
Bank - Santander, Sort Code:09-01-52, A/C No:80109709			
<b>Bank Balance</b> at 31 March 2017 (from statement No 004/2017)		8,291.85	
<b>Plus cash and cheques in hand</b> at 31 Mar '17	0.00		
<b>Less unpresented cheques</b> at 31 Mar '17			
Cheque No 569, dated 8 Mar '17 -	250.00		
Cheque No 572, dated 8 Mar '17 -	70.00		
Cheque No 574, dated 8 Mar '17 -	63.47		
Cheque No 576, dated 8 Mar '17 -	650.00		
Cheque No 578, dated 31 Mar '17 -	100.00		
<b>Net adjustment</b>	-	1,133.47	
<b>31 March 2017 Year End Balance to carry forward</b>		7,158.38	7,158

**Explanation of significant (>10% and >£100) year on year variances**

	Year ended 31/03/2016	Year ended 31/03/2017	Variance to nearest £1
<b>From Annual Return - Section 2, Box 3, Other Receipts</b>	8,351.28	2,611.00	- 5,740
Council Tax Support Grant	744.38	636.37	- 108
VAT reclaimed from HMRC on purchases	47.90	1,150.62	1,103
Transparency Act compliance grant paid via Herts.Assn.of Parish & Town Councils	2,173.00	624.00	- 1,549
Environmental Improvements grant from N. Herts District Council	877.00	-	- 877
Building Refurbishment grant from N. Herts District Council	1,400.00	-	- 1,400
Playgrounds Fund grant from N. Herts District Council	1,429.00	-	- 1,429
Rural grant from N. Herts District Council	1,680.00	-	- 1,680
PAYE penalty refund	-	200.00	200
<b>Net decrease (69%) in other receipts over prior year</b>			- 5,740
<b>From Annual Return - Section 2, Box 4 - Staff Costs</b>	1,093.75	1,532.00	438
Employment costs for routine tasks (incorporating a rate increase for 2016-17)	1,000.00	1,030.00	30.00
Incremental staff costs incurred during induction and training of new Clerk	93.75	-	- 93.75
Staff costs incurred to comply with with 2015 Transparency code & revised standing orders	-	502.00	502.00
<b>Net increase (40%) in staff costs over prior year</b>			438
<b>From Annual Return - Section 2, Box 6 All Other Payments</b>	10,723.00	8,221.00	- 2,502
Operating expenses (insurance, rent, admin, training, subscriptions, inspections & audit)	1,272.37	1,470.19	198
Grants paid out to local organisations and clubs	2,650.00	2,843.60	194
Village projects funded	6,593.59	3,300.30	- 3,293
Maintenance of assets & miscellaneous expenditure	206.85	606.40	400
<b>Net decrease (23%) All other payments over prior year</b>			- 2,502

**Explanation of "No" responses by Sandon Parish Council within section 2 box 11 of the Annual Return**

For the year ended 31 March 2017 Sandon Parish Council did not manage any Trust Funds.

**Explanation of "N/A" responses by Sandon PC within section 1 box 9 and by the internal auditor, Mr D Camps, within page 5 box K of the Annual Return**

For the year ended 31 March 2017 Sandon Parish Council did not manage any Trust Funds.

**The 30 Working Day Period for the Exercise of Public Rights for Sandon Parish Council commences on 12th June 2017**

Prepared by M Wicksteed, Responsible Financial Officer - Sandon Parish Council

Signature: 

Date: 19<sup>th</sup> May 2017