

Smannell Parish Council

**NOTICE OF CONCLUSION OF AUDIT AND RIGHT TO
INSPECT THE ANNUAL RETURN
ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2010**

**Section 14 of the Audit Commission Act 1998
The Accounts and Audit Regulations 2003 (SI 2003/533)**

- (a) Insert name, position and address of person to whom local government electors should apply to inspect the annual return
- (b) Insert the times between which a local government elector may apply to inspect the annual return
- (c) Insert a reasonable sum for copying costs
- (d) Insert name and position of person placing the notice
- (e) Insert date of placing of the notice
1. The audit of accounts for the Smannell Parish Council for the year ended 31 March 2010 has been concluded.
2. The annual return is available for inspection by any local government elector for the area of the Smannell Parish Council on application to:
- (a) MR K GLYN-DAVIES (PARISH CLERK)
58 LYONS PLACE
HEDGE END, SOUTHAMPTON SO30 0JB
- between (b) 10 am and (b) 4 pm on Mondays to Fridays
(excluding public holidays), when any local government elector may make copies of the annual return.
3. Copies will be provided to any local government elector on payment of (c) £ 5 for each copy of the annual return.
- (d) CLLR J PAGE (CHAIRMAN)
- (e) 25 OCTOBER 2010

Section 1 – Accounting statements for

SMANNELL PARISH COUNCIL COUNCIL NAME

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 2009 £	31 March 2010 £	
1 Balances brought forward	576	3522	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	2610	2710	Total amount of precept receivable or received in the year.
3 (+) Total other receipts	3157	1696	Total receipts or income as recorded in the cashbook less the precept received. Includes support, discretionary and revenue grants.
4 (-) Staff costs	1164	1356	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 borrowings (if any).
6 (-) Total other costs	1657	3812	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	3522	2760	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	3522	2760	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 and long term assets	2260	2316	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any 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 Trust funds (including charitable) disclosure note	No	No	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that 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, for the year ended 31 March 2010.

Signed by Responsible Financial Officer

[Signature]

Date 05.05.2010

I confirm that these accounting statements were approved by the council and recorded as minute reference

8.2 REFERENCE

Date 05/05/2010

Signed by Chair of the meeting at which these accounting statements were approved.

[Signature] SIGNATURE REQUIRED

Date 5th May 2010

Section 2 – Annual governance statement

We acknowledge as the members of **SMANNELL 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 2010, that:

	Agreed – Yes or No*	'Yes' means that the council:
1 We have approved the accounting statements which have been 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 have 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 have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We have 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 have carried out an assessment of the risks facing the council and taken 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 have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems and carried out a review of its effectiveness.	YES	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work.
7 We have taken 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 have 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 have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and , if required, independent examination or audit.	YES N/A	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 local council and recorded as minute reference

LOCAL COUNCIL **8.4** MINUTE REFERENCE

dated **05/05/2010**

Signed on behalf of **SMANNELL PARISH COUNCIL**

Signed by: Chair **J.B.G.** SIGNATURE REQUIRED Date **5th May 2010**

Signed by: Clerk **Julie Douglas** SIGNATURE REQUIRED Date **13/05/2010**

***Note:** Please provide explanations to the external auditor on a **separate sheet** for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.

