

Sandy Town Council

To: Cllrs P N Aldis, J Ali, T Cole, A M Hill, W Jackson, G Leach, M Pettitt, C Osborne, M Scott, P Sharman and S Sutton

You are hereby summoned to attend an Extraordinary meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 29th June 2015 commencing at 6.30pm for the purpose of transacting the items of business below



Carol Baker-Smith
Administrative Team Leader
10 Cambridge Road
Sandy
SG19 1JE
01767 681491
23 June 2015

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS MEETING

A G E N D A

1 Apologies for Absence

To receive any apologies for absence

2 Declarations of interest and requests for dispensations

Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non Disclosable Interests*
- iii) Dispensations*

Sandy Town Council

Town Council Meeting on Monday 29 June 2015

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS MEETING

R E P O R T S

5 Governance & Annual Return

- i) Copies of the internal audit report for the year 2014/15 and the internal audit section of the annual return are attached and the PF&R Committee recommended approval of the report on 22 June 2015.
- ii) Copy annual accounts and the accounting statement on the annual return attached. PF&R Committee recommended approval of these accounts on 22 June 2015.
- iii) A draft copy of the statement of governance on the annual return is attached. PF&R Committee recommended approval of these accounts on 22 June 2015

6 Financial Reports

- i) To note and receive a schedule of payments for March 2015.
- ii) To approve bank reconciliations and statements.

**SANDY TOWN COUNCIL
INTERNAL AUDIT REPORT YEAR ENDING 31/03/2015**

The final internal audit was carried out on 12th May 2015 at the offices of Sandy Town Council.

Work Done

Bank Reconciliations

The year-end bank reconciliations were reviewed and agreed to ensure that they had been prepared correctly. In addition the reconciliation file was reviewed to ensure completeness as per interim internal audit report. Cheque book & pay-in book cut off was confirmed to ensure that all transactions were entered in the correct accounting period.

Trade Debtors & Creditors

Trade debtor and creditor balances were reviewed for reasonableness and to ensure that there were no outstanding balances that require doubtful debt provisions.

Review of VAT returns

VAT returns for the year were reviewed and the closing balance was reconciled to the financial statements.

Stock

Stock balance was reviewed for reasonableness and controls over stock reviewed to ensure adequate.

Accruals

Accruals were reviewed and compared to the previous year to ensure they are reasonable.

Accounting for Income & Expenditure

Sample testing of the council's income and expenditure was carried out during the first internal audit visit. Results of this testing were satisfactory and no further testing of this area was considered necessary during this visit.

Review of Risk Assessment

The council's risk assessment was reviewed to ensure that significant risks have been identified and that adequate arrangements and controls are in place to minimise these risks.

Fixed Asset Register

The fixed asset register was reviewed to ensure that it was complete, accurate and properly maintained.

**SANDY TOWN COUNCIL
INTERNAL AUDIT REPORT YEAR ENDING 31/03/2015**

Insurance

The insurance policies and schedules were reviewed to ensure the cover is sufficient.

Meeting Minutes

Minutes of the council meetings were reviewed to ensure that expenditure is approved and monitored and that decisions regarding the council's finances are documented.

Review of Accounts

A review of the accounts was required to ensure that they had been correctly prepared and to ensure agreement to the underlying accounting records.

Results

Bank Reconciliations

All year-end bank reconciliations were agreed and found to be correctly prepared..

The un-presented payments at the year end were agreed to after date bank statements. There was clearance of 93% to date of audit visit, 12th May 2015. Agreed as reasonable and no indication of bad debts.

The Santander Bank account receives interest paid annually in July each year. No interest was accrued for 2014/15, interest of £3,209 was received in July 2014 & is recorded in the 2014/15 accounts in full. No interest has been accrued again this year which is consistent with treatment in prior years.

We can conclude that the amount recorded in the accounts for cash & bank is reasonable and reflects the underlying books & records of the Council.

Trade Debtors & Creditors

The year-end trade debtor balance of £2,223.53 and trade creditor balance of £8,550.52 is considered reasonable and collectable.

We can conclude that the amounts recorded in the accounts for debtors and creditors are reasonable and reflect the underlying books & records of the Council.

VAT

The closing VAT balance was checked to VAT returns & a VAT control completed. The council receives repayment of VAT as there is only a small amount of taxable supplies made. The majority of the council's supplies are zero rated. There was no VAT visit during the year.

SANDY TOWN COUNCIL
INTERNAL AUDIT REPORT YEAR ENDING 31/03/2015

In prior year there was an adjustment outstanding relating to the invoice paid twice where VAT had been claimed twice. This was confirmed as corrected in the year.

We can conclude that the amount recorded in the accounts as VAT debtor is reasonable and reflects the underlying books & records of the Council.

Stock

Stock relates to items held in the Visitor Centre and is valued at lower of cost and net realisable value. A stock take was carried out by the Centre staff at the year end, which was reviewed.

We can conclude that the amount recorded in the accounts as stock is reasonable and reflects the underlying books & records of the Council.

Accruals

Accruals are reviewed and noted to be comparable with prior year. Accruals reviewed for reasonableness and April invoices reviewed for completeness.

We can conclude that the amount recorded in the accounts as accruals is reasonable and reflects the underlying books & records of the Council.

Risk Assessment

The risk assessment identifies the individual risks faced by the organisation, the threat levels of these risks and the controls that have been put in place. The risk assessment is produced by a third party, Health and Safety People.

It was noted that the risk assessment has not been reviewed and approved by the council this year. This has been discussed with the Assistant Town Clerk, who has requested the report from the third party and will present it to the council once it is received,

Once the risk assessment has been approved, we can conclude that the council has assessed the significant risks to achieving its objectives and that adequate control procedures are in place to mitigate these risks.

Fixed Assets

The council keeps and maintains an asset register, which has been reviewed during the year to verify all assets held. Items are included at cost, and are not updated to reflect current valuations. There have been a few purchases in the year including the costs of the cemetery development which have been capitalised. Material asset additions were agreed to the invoices.

We can conclude that the amount recorded in the accounts as fixed assets reflects the original cost of assets purchased.

SANDY TOWN COUNCIL INTERNAL AUDIT REPORT YEAR ENDING 31/03/2015

Insurance

Two separate policies are held, one for the fleet (ERS) and one to cover buildings, contents, public liability, employers liability etc (Aviva). The council considers the insurance adequate for their needs.

We conclude that the council has assessed the insurance requirements and adequate controls are in place to ensure the cover is sufficient.

Meeting Minutes

The council meets regularly & follows regular agenda items including Council finance. Council expenditure is approved on a monthly basis and accounts are reviewed and approved by the council. The budget is also reviewed monthly. Meeting notes are numbered using a stamp system and initialled each month.

We can conclude that a complete and accurate record of all the Council meetings is being prepared by the Council.

Review of Accounts & Budgetary Process

The accounts of the council and the figures on the annual return were agreed to the underlying records. The accounts show a general reserve balance of £80,106, an increase of £59,352 from 2014. This has been agreed to minutes agreeing increase of reserve balance.

The accounts function has been outsourced to DCK Beavers and the year-end accounts have been prepared by them. The Omega system generates all the annual return and supporting workings, which were agreed to the financial statements that will be made available for viewing by the public.

The council regularly reviews performance during the year and monitors this against the council's budgets.

The budget for 2015/16 has been prepared and agreed by the Council. The precept applied for amounts to £479,098 (2014: £455,704). This is to cover increases in utility costs and the Council are reviewing income sources to identify how these costs can be covered within the budget.

**SANDY TOWN COUNCIL
INTERNAL AUDIT REPORT YEAR ENDING 31/03/2015**

Conclusion

In our opinion, books and records are being kept in order. Appropriate risk assessment procedures and internal controls are in place and these are being adhered to by the council.

R Hammond.

Date 2ND June 2015.

R Hammond - Partner
Haines Watts
Chartered Accountants
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Kempston
Beds. MK42 8BH

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2/6/15.

Sandy Town Council

Financial Statements

For the year ended 31 March 2015

Sandy Town Council

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31 March 2015

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Sandy Town Council

Council Information

31 March 2015

(Information current at 29th June 2015)

Chairperson

Clr A. W. Jackson

Councillors

Clr C. Osborne MBE, JP (Vice Chairperson)

Clr P. N. Aldis

Clr J. Ali

Clr Mrs T. Cole

Clr A. M. Hill

Clr Mrs G. Leach

Clr M. Pettitt

Clr M. Scott

Clr P. Sharman

Clr Mrs S Sutton

Acting Town Clerk

Mrs C. Baker-Smith

Responsible Financial Officer (R.F.O.)

Mr D. R. Kemp

Auditors

BDO LLP
Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL

Internal Auditors

Haines Watts
136/140 Bedford Road
Kempston
Bedford
MK42 8BH

Sandy Town Council
Statement of Accounting Policies
31 March 2015

Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts cost (where known) or at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previous years at current insurance values)

all other assets are included at historical cost except that certain community assets are the subject of restrictive covenants as to their; use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Stocks and Work in Progress

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

Debtors and Creditors

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 11.

Sandy Town Council
Statement of Accounting Policies
31 March 2015

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 12 to 13

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 13

Interest Income

All interest receipts are credited initially to general funds.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2016 and any change in contribution rates as a result of that valuation will take effect from 1st April 2017.

Sandy Town Council
Income and Expenditure Account
31 March 2015

	Notes	2015 £	2014 £
INCOME			
Precept on District Council		455,704	398,491
Council Tax Benefit Support Grant		-	42,378
Capital Grants rec'd not deferred		106	2,159
Interest and Investment Income	1	4,770	7,101
Recreation Grounds and Open Spaces Cemetery		7,057	6,647
Tourist Information Centre		26,051	25,995
Car Park and Market		10,344	12,010
Establishment/General Administration		1,478	4,446
Christmas Lights		7,639	17,478
Proceeds From Sale Of Fixed Assets		5,660	6,349
Investment Sale Proceeds		300	-
		1,509	-
		520,618	523,054
EXPENDITURE			
Establishment/General Administration		278,430	301,252
Capital Expenditure	8	30,253	12,066
Loan Interest and Capital Repayments		609	608
Operational Expenditure:			
Recreation Grounds and Open Spaces		47,100	72,322
Allotments		2,688	800
Cemetery		9,247	11,175
Tourist Information Centre		29,180	32,387
Public Toilets		4,470	4,358
Car Park and Market		17,616	14,815
Lighting and Street Furniture		6,863	9,968
Civic and Democratic Costs		3,605	6,710
Grants and Donations		2,000	2,192
Christmas Lights		15,290	16,285
CCTV Fees		17,051	22,947
Outside Services		29,314	27,821
		493,716	535,706
General Fund			
Balance at 01 April 2014		20,764	30,525
Add: Total Income		520,618	523,054
		541,382	553,579
Deduct: Total Expenditure		493,716	535,706
		47,666	17,873
Transfer (to)/from Capital Receipts Reserve	12	-	2,891
Transfer from/(to) Earmarked Reserves	13	32,440	-
General Reserve Balance at 31 March 2015		80,106	20,764

The notes on pages 8 to 13 form part of these accounts.

Sandy Town Council

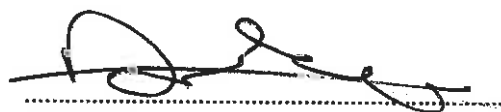
Balance Sheet

31 March 2015

	Notes	2015 £	2015 £	2014 £
Current Assets				
Stock		2,556		4,435
Debtors and prepayments	9	7,303		35,385
Cash at bank and in hand		<u>546,593</u>		<u>526,057</u>
		556,452		565,877
Current Liabilities				
Creditors and income in advance	10	<u>(11,991)</u>		<u>(48,318)</u>
Net Current Assets			<u>544,461</u>	<u>517,559</u>
Total Assets Less Current Liabilities			544,461	517,559
Total Assets Less Liabilities			<u>544,461</u>	<u>517,559</u>
Capital and Reserves				
Usable Capital Receipts Reserve	12		72,795	72,795
Earmarked Reserves	13		391,560	424,000
General Reserve			<u>80,106</u>	<u>20,764</u>
			<u>544,461</u>	<u>517,559</u>

Signed:

Cllr A. W. Jackson
Chairperson



Mr D. R. Kemp
Responsible Financial Officer

Date:

.....

The notes on pages 8 to 13 form part of these accounts.

Sandy Town Council

Notes to the Accounts

31 March 2015

1 Interest and Investment Income

	2015	2014
	£	£
Interest Income - General Funds	4,564	7,048
Interest Income - Earmarked Funds	206	53
Discount in Year	-	-
	<u>4,770</u>	<u>7,101</u>

2 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

3 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2015	2014
	£	£
Annual Report & Newsletter	2,856	2,142
	<u>2,856</u>	<u>2,142</u>

4 General Power of Competence

With effect from 10th September 2012 Sandy Town Council acquired the right to exercise the Power of General Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 10th September 2012 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

Sandy Town Council

Notes to the Accounts

31 March 2015

5 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a. £	Repairing / Non-Repairing
Territorial Auxiliary & Volunteer Reserve Association	Land for Army Cadet HQ at Berwick Way	Peppercorn	N/A
Sandy Sports & Leisure Association	Land For Artificial Pitch – Sunderland Rd Rec	Peppercorn	N/A
Sandy Skating Association	Land For Skating Eqpt – Sunderland Rd Rec	Peppercorn	N/A
Sandy Football Club	Pitch & Pavilion – Bedford Rd Rec. Ground	440	Repairing
Scout Association Trust	Land for Scout HQ – Sunderland Rd	Peppercorn	N/A
Sandy Village Hall Mgmt C'ttee	Land for Sandy Village Hall	Peppercorn	N/A
Sandy Bowling Club	Bowling Green, Sunderland Road	378	N/A
Central Bedfordshire Council	Land for Signpost at Sunderland Road	Peppercorn	N/A

Council as tenant

Landlord	Property	Rent p.a. £	Repairing / Non-Repairing
Pym Estate	The Pinnacle Recreation Park	Peppercorn	N/A

6 Pensions

For the year of account the council's contributions equal 19.80% of employees' pensionable pay. These contributions will increase to 20.30%, in future years in order to provide adequately for known liabilities.

Approved by: Watson Wyatt
(Actuaries to the Pensions Fund)

Sandy Town Council

Notes to the Accounts

31 March 2015

7 Fixed Assets

	2015	2014
	£	£
	Value	Value
At 31 March the following assets were held:		
<u>Freehold Land and Buildings</u>		
Council Offices	215,000	215,000
Car Park & Market Storage Passageway	325,000	325,000
Public Toilets	150,000	150,000
Bedford Rdt Recreation Ground and Buildings	240,500	240,500
Sunderland Rd Recreation Ground and Buildings	742,000	742,000
Cemetery incl Chapel and Shed	176,000	176,000
Cemetery Extension (under development)	18,868	1,400
DSO Depot	78,000	78,000
Allotments	19,000	19,000
Scout Hut and ATC HQ Land	4,500	4,500
The Riddy Nature Reserve	63,000	63,000
	2,031,868	2,014,400
<u>Vehicles and Equipment</u>		
John Deere Tractor	18,250	18,250
Rotamec Triple Deck Mower	11,150	11,150
John Deere 900 Ride-on Mower	21,090	21,090
Skoda Felicia Pick-up	4,900	4,900
Toyota Dyna MWB	-	15,000
Grounds Maintenance & Depot Equipment	41,863	41,863
Play Equipment	306,500	306,500
Furniture and Equipment	130,170	130,170
Display Cabinets	15,000	15,000
Portakabin at DSO Depot	9,000	9,000
Market Stalls (10) Boards & Covers	3,500	3,500
Market Storage Container	1,600	1,600
Chamber Hearing Loop	1,474	1,474
Gazebos (25)	2,494	2,494
Father Christmas Sleigh	150	150
Toyota Van FD07 HGU	8,370	-
	575,511	582,141
<u>Infrastructure Assets</u>		
Street Lighting Columns (158)	127,688	126,084
Noticeboards (11)	8,400	8,400
Car Park Barriers	11,500	11,500
Seats and Benches (84)	32,775	32,775
Bins and other street furniture	1,159	1,159
Anti Climb Fence Panels (50)	1,490	1,490
World War I Board	1,215	-
	184,227	181,408

Sandy Town Council

Notes to the Accounts

31 March 2015

7 Fixed Assets (cont'd)

	2015	2014
	£	£
	Value	Value
<u>Community Assets</u>		
Beeston Green	1	1
War Memorial	1	1
Disused Railway Embankment	1	1
Rose Garden	1	1
The Limes play area	1	1
Fallowfield open space and play area	1	1
	<u>6</u>	<u>6</u>
	<u>2,791,612</u>	<u>2,777,955</u>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.
In certain instances current insurance values have been used as approximate current replacement cost.

8 Fixed Assets - Additions and Disposals

	2015	2014
	£	£
	Cost	Cost
During the year the following assets were purchased:		
Operational Land and Buildings	17,468	-
Vehicles and Equipment	8,370	6,273
Infrastructure Assets	4,415	3,424
Community Assets	-	-
	<u>30,253</u>	<u>9,697</u>

During the year the following assets were disposed of:

	Proceeds	Proceeds
	£	£
Operational Land and Buildings	-	-
Vehicles and Equipment	300	-
Infrastructure Assets	-	-
Community Assets	-	-
	<u>300</u>	<u>-</u>

9 Debtors

	2015	2014
	£	£
Debtors	2,224	585
VAT Recoverable	4,591	11,320
Other Debtors	-	23,400
Prepayments	488	-
Accrued Interest Income	-	80
	<u>7,303</u>	<u>35,385</u>

Sandy Town Council

Notes to the Accounts

31 March 2015

10 Creditors and Accrued Expenses

	2015	2014
	£	£
Trade Creditors	8,552	43,192
Accruals	3,439	4,626
Income in Advance	-	500
	<u>11,991</u>	<u>48,318</u>

11 Loans

At the close of business on 31 March 2015 the following loans to the council were outstanding:

Lender	Loan Period	Amount	Years
		£	Remaining
Public Works Loan Board	Repayable to 27 th August 2025	1,810	10.5
Public Works Loan Board	Repayable to 27 th February 2028	3,089	13

12 Usable Capital Receipts Reserve

	2015	2014
	£	£
Balance at 01 April	72,795	72,795
Balance at 31 March	<u>72,795</u>	<u>72,795</u>

The Usable Capital Receipts Reserve represents capital receipts available to finance capital expenditure in future years.

Sandy Town Council

Notes to the Accounts

31 March 2015

13 Earmarked Reserves

	Balance at 01/04/2014	Contribution to reserve	Contribution from reserve	Balance at 31/03/2015
	£	£	£	£
Capital Projects Reserves	-	-	-	-
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	424,000	-	(32,440)	391,560
Total Earmarked Reserves	424,000	-	(32,440)	391,560

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2015 are set out in detail at Appendix A.

14 Capital Commitments

The council had no other capital commitments at 31 March 2015 not otherwise provided for in these accounts.

15 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

Sandy Town Council

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2014</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2015</u> £
<u>Other Earmarked Reserves</u>				
Fallowfield	380,000		(17,468)	362,532
Other Earmarked Reserves	44,000		(14,972)	29,028
TOTAL EARMARKED RESERVES	424,000	0	(32,440)	391,560

Local Councils in England

Annual return for the financial year ended 31 March 2015

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 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 sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

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 for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

SALBY

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 £	
1 Balances brought forward	530,211	517,559	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	398,491	455,704	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	124,563	64,914	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	288,773 252,478	225,115	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	608	609	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	306,605 287,620	267,992	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	517,559	544,461	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	526,057	546,593	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 other long term investments and assets	2,778,486	2,791,612	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	5,157	4,899	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note 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 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



Date 22/6/15

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



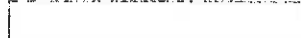
and recorded as minute reference:



Signed by Chair of the meeting approving these accounting statements.



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Date 

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

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.		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

dated

Signed by:

Chair

Signed by:

Clerk

*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:

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:

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

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

Section 4 – Annual internal audit report 2014/15 to

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.	Yes		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D The annual precept 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 council 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, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	Yes		

K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No	Not applicable
			NA.

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit James Watts Chartered Accountant

Signature of person who carried out the internal audit James Watts. Date 2ND JUNE 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).

Guidance notes on completing the 2014/15 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2015 agreed to Box 8? An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All green boxes completed by internal audit and explanations provided?	

*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk

List of Payments made between 01/03/2015 and 31/03/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2015	Aviva	Std Ord	1,710.77		Annual Insurance Premium
02/03/2015	Powerc IT Business Solutions	DDR	300.00		710/IT Support March2015
02/03/2015	Aviva Insurance DDR	DDR2	1,710.77		Purchase Ledger Payment
02/03/2015	Petty Cash Imprest TopUp	111156	175.88		Petty Cash Imprest TopUp
09/03/2015	BNP Paribas Leasing Solutions	DDR3	139.50		671/Copier cover 7Mar-6Jun
09/03/2015	M. D. Fowler	111158	60.00		Purchase Ledger Payment
16/03/2015	UK Fuels Limited DDR	DDR4	40.92		691/Fuel 16Feb
16/03/2015	Powerc IT Business Solutions	DDR5	249.59		4094/687/Powerc IT Business So
17/03/2015	Southern Electric DDR	DDR6	455.33		718/Footways to 2Mar15
17/03/2015	Bedford Borough Council	DDR7	18,017.02		698/Salaries March 2015
17/03/2015	Bedford Borough - Add. Payment	DDR	0.50		Bedford Borough - Add. Payment
23/03/2015	UK Fuels Limited DDR	DDR8	54.25		721/Fuel 27.02.15
25/03/2015	1st Response Fire Protection	30243	155.04		676/De-fib in library
25/03/2015	ADT Fire & Security Plc	30244	161.00		697/Alarm call out 12/03/15
25/03/2015	Anglian Water	30245	11.43		667/Cemetary to 19.01.15
25/03/2015	Bedford Borough Council	30246	75.50		669/Mixed recycling 8Dec-8Mar
25/03/2015	Bedfordshire Rural Communities	30247	1,920.00		699/Oct-Mar15 Pinnacle Warden
25/03/2015	Biggleswade Town Council	30248	360.00		4311/670/Biggleswade Town COun
25/03/2015	Cemetery Development Services	30249	3,360.00		673/Building designs, cemetary
25/03/2015	Central Bedfordshire Council	30250	17,191.18		674/CCTV 2014/15
25/03/2015	DCK Beavers Ltd	30251	461.04		675/Contract Accounting Feb15
25/03/2015	Fire Safety Services (UK) Ltd	30252	78.41		702/Fire Alarm Maintenance
25/03/2015	Froods Autoservices	30253	30.00		704/Tyre repairs
25/03/2015	Groundcare Machinery Services	30254	1,409.64		680/Service Tournament (1)
25/03/2015	Hertfordshire County Council	30255	157.96		682/Cleaning materials
25/03/2015	Martin Howlett Trading Company	30256	79.40		684/Centre feed roll
25/03/2015	The Institute of Groundsmanshi	30257	150.00		705/Local Authority Membership
25/03/2015	A W Jackson	30258	141.55		683/Mileage Jan, Feb15
25/03/2015	Mayor of Sandy's Charity Accou	30259	80.45		CAROLS/707/Mayor of Sandy's Ch
25/03/2015	Tim Miles	30260	400.00		708/Grave Digging
25/03/2015	FD Odell & Sons Ltd	30261	24.00		685/Skip rental Feb15
25/03/2015	Getmapping Plc	30262	201.60		709/Parish Online Annual Fee
25/03/2015	PHS Group	30263	346.48		686/Sanitary Disp, Apr15-Mar16
25/03/2015	Rosetta Publishing	30264	285.60		711/Bulletin March 2015
25/03/2015	A. J. & R. Scambler and Sons L	30265	4,374.99		717/Hydro hose repair
25/03/2015	Steve Dear Tree Services Ltd	30266	1,392.00		720/Cemetery tree works
25/03/2015	Society of London Theatre	30267	75.20		688/Ticket Sales Jan15
25/03/2015	TTM Consultancy Ltd	30268	1,288.18		690/Call out, barrier repairs
25/03/2015	Verto (UK) Ltd	30269	238.80		692/Website hosting Mar15-16
25/03/2015	Walkers are Welcome Towns	30270	55.00		693/Membership 2015
25/03/2015	Walters Ltd	30271	732.67		694/Copier charges
25/03/2015	Mrs J Whiteaker	30272	39.00		722/Cemetery Refund Plot J23
25/03/2015	Wrighton & Barker	30273	114.00		696/Cemetary plaque cleaning
27/03/2015	British Gas DDR	DDR9	7.02		700/Sunderland Road to 9Mar
31/03/2015	Reverse Duplicate Aviva Paymen	REVERSE	-1,710.77		Reverse Duplicate Aviva Paymen

Total Payments 56,600.90