

(NAME): EAST TUDDINGHAM PARISH COUNCIL

Notice of conclusion of the audit and right to inspect the Annual Return
Annual Return for the year ended 31st March 2012

Section 14 of the Audit Commission Act 1998
Accounts and Audit (England) Regulations 2011 (SI 2011/817)

| | |
|--|--|
| <p>1. The audit of accounts for the Council/Meeting (a) for the year ended 31 March 2012 has been concluded.</p> <p>2. The Annual Return is available for inspection by any local government elector of the area of the Council /Meeting (a) on application to:</p> <p>(b) <u>TERRY EAGLING</u> <u>TITUS BIKENS MATTHEW ROAD</u> <u>EAST TUDDINGHAM DIRMHAM</u> <u>NORFOLK NR20 3LY</u></p> <p>2. Copies will be provided to any local government elector on payment of £ <u>1</u> (c) for each copy of the Annual Return.</p> <p>Announcement made by: (d) <u>IAN PATER, CHAIRMAN</u></p> <p>Date of announcement: (e) <u>29. 10 12</u></p> | <p>Notes</p> <p>(a) Delete as appropriate</p> <p>(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert name and position of person placing the notice</p> <p>(e) Insert date of placing of the notice</p> |
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The displayed documents are copies of the signed Accounts by Mazars LLP.

The originals can be inspected at the address above at any reasonable time by prior appointment (01603 880 668)

Section 1 – Accounting statements for

EAST TUDENHAM PARISH COUNCIL

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 2011 £ | 31 March 2012 £ | | | |
| 1 Balances brought forward | 3879 | 4995 | 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 | 4000 | 4000 | Total amount of precept received or receivable in the year. | | |
| 3 (+) Total other receipts | - | - | Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here. | | |
| 4 (-) Staff costs | 1323 | 848 | 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 | - | - | Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any). | | |
| 6 (-) All other payments | 1561 | 646 | 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 | 4995 | 7701 | 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 | 4995 | 7701 | 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 | - | - | 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 | - | - | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). | | |
| 11 Trust funds (including charitable) disclosure note | YES - | NO - | YES - | NO - | Disclosure Note: 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 for the year ended 31 March 2012 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

[Signature]
T. CAGLINGS
CLERK

Date 11.6.12

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

11 6 12

and recorded as minute reference:

PART OF FINANCIAL REPORT

Signed by Chair of the meeting approving these accounting statements.

[Signature]
1 PAYTOR
CHAIRPERSON

Date 11 6 12

Section 2 – Annual governance statement

We acknowledge as the members of:

EAST TUDDEWITAM 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 2012, 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. | <input checked="" type="checkbox"/> | | 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. | <input checked="" type="checkbox"/> | | 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 codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances. | <input checked="" type="checkbox"/> | | 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 provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | <input checked="" type="checkbox"/> | | 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. | <input checked="" type="checkbox"/> | | 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. | <input checked="" type="checkbox"/> | | 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. | <input checked="" type="checkbox"/> | | 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. | <input checked="" type="checkbox"/> | | 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. | | <input checked="" type="checkbox"/> | 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

PART OF FINANCIAL REPORT

dated 11 6 12

Signed by:

Chair [Signature] ^{1 PAYFOR}

dated 11 6 12

Signed by:

Clerk [Signature] ^{T. EARLING}

dated 11 6 12

***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's certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2012 of

EAST TUDDEHAM PARISH COUNCIL

Respective responsibilities of the council and the auditor

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

- summarises the accounting records for the year ended 31 March 2012; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor's report

Except for the matters reported below, on the basis of our review, 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.

The Council should undertake a risk assessment, addressing both financial and operational risks. This should be formally reviewed on an annual basis - refer to the Practitioners' Guide for further information. The Council have answered 'Yes' to Section 2, Box 5, despite the fact that a risk assessment has not been carried out.

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

The work of the internal auditor should cover all relevant boxes in Section 4 or an explanation should be provided for areas not covered, in accordance with the guidance in the Annual Return. Boxes C and D (risk management and budgeting) have not been covered although they are relevant.

The Council must ensure it takes appropriate action to address the matters raised by the internal auditor in Section 4.

As raised in the 2010/11 external auditor's report, on the basis of the information provided for the audit, it appears that a number of assets owned by the Council are not currently shown on the Annual Return (e.g. noticeboard). All Council owned assets should be recorded in an/the asset register with an appropriate valuation (e.g. purchase cost, insurance value (where purchase cost is not known) or a nominal value of £1 for community assets) and the total value of assets shown in Section 1, Box 9.

In future years, please ensure that all documentation requested for the audit is submitted with the Annual Return (i.e. minutes and insurance schedules).

External auditor's signature:

Mazars LLP

External auditor's name:

Mazars LLP, Southampton, SO15 2BE

Date:

20 September 2012

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.