

(NAME): EAST TUDDENHAM PARISH COUNCIL

Notice of conclusion of the audit and right to inspect the Annual Return
Annual Return for the year ended 31st March 2013

Section 14 of the Audit Commission Act 1998

Accounts and Audit (England) Regulations 2011 (SI 2011/817)

	Notes
1. The audit of accounts for the Council/ Meeting (a) for the year ended 31 March 2013 has been concluded.	(a) Delete as appropriate
2. The Annual Return is available for inspection by any local government elector of the area of the Council / Meeting (a) on application to: (b) <u>T. Eagling</u> <u>CLERK</u> <u>The Birches</u> <u>Mattishall Road</u> <u>East Tuddenham</u> <u>Dereham, Norfolk</u> <u>NR20 3LY</u> <u>Tel. Norwich (01603) 880668</u>	(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return
2. Copies will be provided to any local government elector on payment of £ <u>1</u> (c) for each copy of the Annual Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>IAN LESLIE HAYTER</u>	(d) Insert name and position of person placing the notice
Date of announcement: (e) <u>30 SEPTEMBER 2013</u>	(e) Insert date of placing of the notice

Section 1 – Accounting statements 2012/13 for

EAST TODDINGTON 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 2012 £	31 March 2013 £	
1 Balances brought forward	4997	7502	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	5991 10	1170 10	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs <i>* PART YEAR ONLY</i>	848	1197	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	647	3907	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	7502	4398	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	7502	4398	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	1	4470 3926	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	-	-	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 (If Applicable) Trust funds (including charitable) disclosure note	YES	NO	(if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures in the accounting statements above do not include any trust transactions.)

1/2 IEP

1/2 IEP

1/2 IEP

I certify that for the year ended 31 March 2013 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]

Date *8 7 2013*

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

17 5 2013

and recorded as minute reference:

UNDER ARRANGED 6

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date *18 7 2013*

CHAIR FOLSON

Section 2 – Annual governance statement 2012/13

We acknowledge as the members of:

EAST TUDDENHAM 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 2013, 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.			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

ARRAGRAH 10 (DRAFT MINUTES)

dated 8 7 2013

Signed by:

Chair 

dated 8 7 13

VICED CHAIRMAN FOR NOV

Signed by:

Clerk 

dated 8 7 2013

***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 opinion 2012/13

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 of

EAST TUDDENHAM 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 2013; 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 matter 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 failed to approve Section 2 of the Annual Return by 30 June 2013, the date required by the Accounts and Audit (England) Regulations 2011.

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

Please ensure that the Annual Return is fully and accurately completed before submission for audit. It was necessary for us to send the Annual Return back for amendments to be made to figures in Section 1 (our letter dated 16 September 2013).

Section 1, Box 9: Please ensure that the total value of all Council owned assets are included in the Annual return – assets purchased in 2012/13 were initially excluded (added when other figures in Section 1 were amended).

In future years, please provide an explanation of all significant year-on-year variances in the accounting statements (Section 1 of the Annual Return) and is submitted by the date requested - refer to guidance notes sent at the start of the audit.

External auditor's signature:

Mazars LLP

External auditor's name:

Mazars LLP, Poole, BH17 0NF

Date:

24 September 2013

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*.