

# Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here:

WILLOUGHBY ON THE WOLDS 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 2016, 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.	✓		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.	✓		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.	✓		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 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.	✓		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.	✓		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.	✓		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.	✓		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 and recorded as minute reference:

FULL COUNCIL - FINANCE  
dated 10/05/2016

Signed by:

Chair

A.J. [Signature]

dated

10/05/2016

Signed by:

Clerk

[Signature]

dated

10/5/16

\*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 2015/16 for

Enter name of smaller authority here:

WILLOUGHBY ON THE WOLDS PARISH COUNCIL

	Year ending		Notes and guidance				
	31 March 2015 £	31 March 2016 £					
			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	9763	11576	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	6740	7780	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	841	630	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	96	131	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	5672	10104	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	11576	9751	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	11576	9751	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	5198	5198	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March				
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)	<table border="1"> <tr> <th>Yes</th> <th>No</th> </tr> <tr> <td></td> <td>✓</td> </tr> </table>		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.
Yes	No						
	✓						

I certify that for the year ended 31 March 2016 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

*M. D. [Signature]*

Date: 10/5/16

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

10/05/2016

and recorded as minute reference:

FULL COUNCIL - FINANCE

Signed by Chair of the meeting approving these accounting statements.

*A. J. [Signature]*

Date: 10/05/2016

# Annual internal audit report 2015/16 to

Enter name of smaller authority here:

WILLOWHAY ON THE WOLDS 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 2016.

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.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
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.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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 DIXON

Signature of person who carried out the internal audit DD Date 20/04/2016

\*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).

DECLARATION OF STATUS OF PUBLISHED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2016

The Accounts and Audit Regulations 2015 (SI 2015 No.234)

1. The statement of accounts for WILLOUGHBY ON THE WOLDS PARISH COUNCIL  
published today is unaudited and may be subject to change.  
\* insert name of Smaller Authority

2. Signed by: M. D. ELLIOTT  
Signature: [Handwritten Signature]  
Date: 23rd May 2016  
RESPONSIBLE FINANCIAL OFFICER

WILLOUGHBY ON THE WOLDS PARISH COUNCIL  
NOTICE OF APPOINTMENT OF DATE FOR THE EXERCISE OF ELECTORS' RIGHTS  
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

**The Accounts and Audit Regulations 2015 (SI 2015 No 234)**  
**The Local Audit and Accountability Act 2014**

1. **Date of announcement:** May 19, 2016
2. **Sections 26 and 27 of the Local Audit and Accountability Act 2014 provide for:** Any person interested has the opportunity to inspect and make copies of the annual return and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31st March 2016 these documents will be available on reasonable notice on application to person in paragraph 3 below.  
Local Government Electors and their representatives have rights to:  
(i) to question the auditor about the accounts. (ii) the right to make objections to the accounts or any item in them, Written notice of an objection must first be given to the auditor and a copy sent to the Smaller Authority .  
The auditor can be contacted at the address in paragraph 5 below for this purpose.
3. The Clerk of the Council, Mike Elliott, at 19 Main Street, Keyworth, Nottinghamshire, NG12 5AA (Tel. 0115 937 6506) is the person to which you can apply to inspect the accounts.
4. Any rights of inspection, objection and questioning of the auditor may only be exercised within a single period of 30 working days commencing on June 03, 2016, and ending on July 14, 2016 between 1pm and 4pm Mondays to Fridays (excluding public holidays) by prior arrangement.
5. The audit is being is being carried out by:  
Mark Heap, Grant Thornton UK LLP, Royal Liver Building, Liverpool, L3 1PS. Tel 0151 224 7200

Mike Elliott, Clerk to the Council

# WIDEMERPOOL PARISH COUNCIL

## ASSET REGISTER

### NET Values at 31st March

Description	Item	Cost or Value	Purchased	Value 2007	Value 2011	Value 2012	Value 2013	Value 2014	Value 2015	Value 2016
<u>Street Furniture</u>	Village Sign	£2,250	2000	£2,250	£2,250	£2,250	£2,250	£2,250	£2,250	£2,250
	Wooden Seat	£500	2002	£500	£500	£500	£500	£500	£500	£500
	Second wooden Seat (Rosie's)	£300	2007	£300	£300	£300	£300	£300	£300	£300
	Red Telephone Kiosk	£500	2010	£500	£500	£500	£500	£500	£500	£500
	Hardwood Notice Boar	700	2010	700	700	700	700	700	700	700
	Metal notice Board	£360	2010	£360	£360	£360	£360	£360	£360	£360
	Wooden Seat (on Penn Lane)	£350	2013	£350	£350	£350	£350	£350	£350	£350
	Sophie's Plaque	£372	2013	£372	£372	£372	£372	£372	£372	£372
<u>Other</u>	Parish Wool	£1,000	2004	1000	1000	1000	1000	1000	1000	1000
<b><u>TOTAL</u></b>		<b>£6,332</b>			<b>£5,610</b>	<b>£5,610</b>	<b>£6,332</b>	<b>£6,332</b>	<b>£6,332</b>	<b>£6,332</b>

March 2016

**Listing of items in excess of £100  
for the year ended 31 March 2016**

<b>Date</b>	<b>Details</b>	<b>Amount</b>
13/04/2015	Office Admin	742.66
15/05/2015	Insurance	251.75
18/05/2015	Play area	250.00
18/05/2015	Office Admin	218.61
18/05/2015	Play equipment maintenance	289.00
13/07/2015	Office Admin & subscription	222.93
28/08/2015	Grounds Maintenance	100.00
28/08/2015	Office Admin	397.11
28/08/2015	Play equipment maintenance	316.46
05/11/2015	Clock repairs	824.00
05/11/2015	Office Admin	604.48
07/01/2016	Office Admin	399.03
07/01/2016	Play equipment maintenance	109.28
07/01/2016	Hedge maintenance	101.00
07/01/2016	Hall hire	105.00
07/01/2016	Grounds Maintenance	1,141.20
03/03/2016	Clock repairs	1,925.00
03/03/2016	Subscription	107.81
03/03/2016	Office Admin	445.01

**Willoughby on the Wolds PC 15 - 16**  
**Bank Reconciliation to 31 March 2016**  
**Account: NatWest Current Account**

<b>Cashbook balance</b>		2,793.05
<b>Bank statement balance</b>		2,900.86
<b>Outstanding receipts</b>		0.00
<b>Outstanding payments</b>		107.81
3 Mar 2016 Nottinghamshire ALC	1085    43	107.81
<b>Reconciled balance</b>		2,793.05

**Willoughby on the Wolds PC 15 - 16**  
**Bank Reconciliation to 31 March 2016**  
**Account: National Savings**

<b>Cashbook balance</b>		6,957.89
<b>Bank statement balance</b>		6,957.89
<b>Outstanding receipts</b>		0.00
<b>Outstanding payments</b>		0.00
<b>Reconciled balance</b>		6,957.89