

Section 1 – Accounting statements for

WALTHAM 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 2010	
	£	£	
1 Balance brought forward	6546	76756	Total balances and reserves at the beginning of the year as recorded in the financial records. Must match figure in line 1 of previous year.
2 (a) Annual grant	47387	48159	Total amount of grant received or receivable in the year.
3 (a) Total other receipts	9878	112916	Total income or receipts as recorded in the cashbook less the amount received line 2. Include any grants received from
4 (a) Staff costs	14842	15932	Total expenditure on payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employer and employee), pension contributions and employment expenses.
5 (a) Loan interest/capital repayments	5760	5760	Total expenditure on payments of capital and interest made during the year on the council's borrowings (if any).
6 (a) Other payments	3348	127267	Total expenditure on payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (a) Balance carried forward	76756	86962	Total balances and reserves at the end of the year. Must equal (1)-(6)-(7)-(8)-(9)-(10).
8 Total cash and short term investments	76756	96902	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	78648	78648	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	33726	3484	The outstanding capital balance as at 31 March of all loans from third parties (including PAYE).
11 Total funds (including available reserves) net	---	---	The council will be able to refer to 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 2011 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or property, present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[Signature]

Date 13/05/2011

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

27-05-2011 10am May 2011

and recorded as minute reference

27-05-2011

Signed by Chair of the meeting approving these accounting statements

[Signature]

Date 13-05-2011

Section 2 - Annual governance statement

We acknowledge as the members of **Leighton-Pemberton 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 2011, that:

	Agreed Yes or No?	Yes (explain what the answer is)
1 We have approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practice.	YES	prepared the 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 measures to 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 secure compliance that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that constitute a significant breach either in the ability of the Council to conduct its business or in its finances.	YES	has only done things that it has the legal power to do and has continued 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 sections' 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.	YES	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 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, awards 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	discussed everything I should have thought about to business activity during the year including events taking place after the year end if relevant.
9 Your funds (including surpluses) - in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund-raising, including financial reporting and if required independent examination or audit.	NO	has met all of its responsibilities where it is a sole managing trustee of a local fund of funds.

This annual governance statement is approved by the body and recorded as minute reference

27.05.2011

dated 20th May 2011

Signed by:

Over 

dated 13.05.2011

Signed by:

Over 

dated 13.05.2011

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

Section 4 – Annual internal audit report to

WILMOT in partnership with **PROVIDENT COUNCIL**

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 2011.

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	Internal Audit Conclusion (Yes/No/Partial/Not Covered)
4. Adequate levels of account have been kept properly throughout the year.	YES
5. The council's financial obligations have been met: payments were supported by invoices, expenditure was approved and bill was appropriately accounted for.	YES
6. The council assessed the significant risks to achieving its objectives and reduced the intensity of arrangements to manage them.	YES
7. The annual budget reviewing created from an adequate budgeting process: progress against the budget was reported; forecasts and reserves were appropriate.	YES
8. Expected income was fully received, based on correct prices, properly recorded and properly banked and bill was appropriately accounted for.	YES
9. Bills, cash payments were properly supported by receipts, expenditure was approved and bill appropriately accounted for.	YES
10. Schemes to encourage and encourage its members were put in accordance with council approvals and HMRC and NI requirements were properly applied.	YES
11. Asset and investments registers were complete and accurate and properly maintained.	YES
12. Periodic and year end bank account reconciliations were properly carried out.	YES
13. Accounting statements prepared during the year were prepared on the correct accounting basis: receipts and payments or income and expenditure, agreed in the year-book, were supported by an adequate audit trail from underlying records, and where appropriate debitors and creditors were properly recorded.	YES
14. Trust funds (including charities) The council met its responsibilities as a trustee	—

Has any other risk areas identified by the council that any other risk areas below or in separate sheets if needed adequate controls exist?

Name of person who carried out the internal audit **P. L. Allen**

Signature of person who carried out the internal audit **P. L. Allen** Date **13.05.11**

Note: 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).