

Section 1 – Statement of accounts for

HARBURY PARISH COUNCIL COUNCIL OR MEETING YEAR

In completing the boxes below please explain any significant variances on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 31 March 2009.

	Year ending		Notes and guidance
	31 March 2008 £	31 March 2009 £	
1 Balances brought forward	41692	50881	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	57236	58667	Total amount of precept received in the year.
3 (+) Total other receipts	7741	11405	Total receipts or income as recorded in the cashbook less the precept. Includes support, discretionary and revenue grants.
4 (-) Staff costs	8551	10131	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 borrowings (if any).
6 (-) Total other payments	47237	56264	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	50881	54558	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	50257	57803	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	258016	258569	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	NIL	NIL	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/NIL	YES/NO/NIL	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 the statement of accounts contained in this annual return presents fairly the financial position of the council/meeting and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2009.

Signed by Responsible Financial Officer

Nicole Thompson

Date 25/06/2009

I confirm that these accounts were approved by the council/meeting and recorded as minute reference

09/088 (ii)

Date 25/06/2009

Signed by Chair of meeting approving this statement of accounts

[Signature]

Date 25/06/2009

Section 4 – Annual internal audit report to

EN HARBURY PARISH COUNCIL OR MEETING HERE

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 2009.

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, opposite, are the internal audit conclusions on whether, in all significant respects, the following 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 from one of the following Yes/No*/Not covered**
A Appropriate books of account have been properly kept throughout the year.	YES
B The council's financial regulations have been met, payments were supported by invoices, 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, 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 Year-end accounts were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with 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 has met its responsibilities as a trustee.	YES/NO/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 LYN GOWER EDWARDS

Signature of person who carried out the internal audit  Date 04/06/2009

***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).

Notice of Conclusion of Audit

Accounts year ended 31st March 2009.

Audit Commission Act 1998
The Accounts and Audit Regulations 2003

Insert date of placing the Notice

1. **Date of Notice**

..... 30th / July / 2009.

The date of conclusion of the audit is the date shown on the Auditor's Certificate and Report at Section 3 of the Annual Return.

2. **NOTICE**

The Audit of the Council's Accounts for the above year has been concluded.

The Accounts must be published on conclusion of the Audit or on 31st December whichever is the earlier.

3. **Publication of Accounts.**

A copy of the Statement of Accounts and the Auditor's Certificate, Opinion and Report thereon is displayed alongside this Notice.

The Statement of Accounts consists of sections 1, 2 and 3 of the Annual Return.

4. **Local Government Elector's Rights**

Notice of these rights is required by the Act.

A Local Government Elector for the Parish may inspect or take copies of the Statement of Accounts and Auditor's Certificate, Opinion and Report by arrangement with the Clerk at the address and times set out below.

5. **Days and times of availability**

..... MON - THURS. 9.00am - 12.45PM.

Complete as locally appropriate

Complete as locally appropriate

6. **Address where the Documents may be inspected or purchased**

..... PARISH COUNCIL OFFICES
..... UNIT 2, BULL RING BUSINESS CENTRE
..... CHURCH TERRACE
..... HARBURY
..... LEAMINGTON SPA CV38 9GZ

Complete as appropriate

7. **Signature and name of person giving Notice on behalf of Council**

Amend if necessary

..... Nicola Thompson

Clerk and / or Responsible Financial Officer

This Notice is to be displayed for 14 days.

Notice of Conclusion of Audit – councils BI < £100,000