

LOCAL COUNCILS IN ENGLAND AND WALES  
**ANNUAL RETURN**  
 FOR THE YEAR ENDED 31 MARCH 2010

**WOODBOROUGH PARISH COUNCIL**

**SECTION 1 - THE STATEMENT OF ACCOUNTS**

I certify that the statement of accounts contained in this annual return presents fairly the financial position of the council and its income and expenditure, or properly presents receipts and payments, as the case may be for the period ended 31 March 2010

(Responsible Financial Officer) **Averil Marczak** Date **7th June 2010**

I confirm that these accounts were approved by the council and recorded as council minute reference **986**  
 Dated **7th June 2010**

Signed on behalf of the above council

(Chair of meeting approving council's accounts) **Cllr. A.R. Whincup**  
 Date **7th June 2010**

	Year Ending		Notes and Guidance for Compilers
	31 March 2009 £	31 March 2010 £	
<b>1</b> Balances brought forward	<b>59,050</b>	<b>63,967</b>	Total balances and reserves at the beginning of the year as recorded in the council's financial records
<b>2 (+)</b> Annual Precept	<b>18,150</b>	<b>17,248</b>	Total amount of precept income received in the year
<b>3 (+)</b> Total other receipts	<b>39,137</b>	<b>48,467</b>	Total income or receipts as recorded in the cashbook minus the precept.
<b>4 (-)</b> Staff Costs	<b>14,519</b>	<b>15,355</b>	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses.
<b>5 (-)</b> Loan interest/capital repayments	<b>Nil</b>	<b>Nil</b>	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any)
<b>6 (-)</b> Total other payments	<b>37,851</b>	<b>70,692</b>	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan/interest expenditure/payments (line 5).
<b>7 (=)</b> Balances carried forward	<b>63,967</b>	<b>43,635</b>	Total balances and reserves at the end of the year. (Must equal (1+2+3) - (4+5+6))
<b>8</b> Total cash & investments	<b>63,967</b>	<b>43,635</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March - to agree with bank reconciliation
<b>9</b> Total fixed assets	<b>562,295</b>	<b>691,285</b>	The recorded current book value at 31 March of all tangible fixed assets owned by the council as recorded in the asset register (Insurance Value)
<b>10</b> Total borrowings	<b>Nil</b>	<b>Nil</b>	The outstanding capital balance as at 31 March of all loans from third parties (usually PWLB)
<b>11</b> Trust funds disclosure note	<b>No</b>	<b>No</b>	

**SECTION 2 - STATEMENT OF ASSURANCE**

We acknowledge as the members of **WOODBOROUGH PARISH COUNCIL** our responsibility for the preparation of the accounts and confirm, to the best of our knowledge and belief, with respect to the council's accounts for the year ended 31 March 2010, that;

	Agreed - Yes or No*	"Yes" means that the council:
<b>1</b> we have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Yes	prepared its accounts in the way prescribed by law.
<b>2</b> we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	Yes	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
<b>3</b> we have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances	Yes	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.
<b>4</b> we have provided proper opportunity for the exercise of electors' 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.
<b>5</b> 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 in the operation of the council and has dealt with them properly.
<b>6</b> we have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems and carried out a review of its effectiveness.	Yes	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work.
<b>7</b> we have taken appropriate action on all matters raised in reports from the internal and external audit.	Yes	Responded to matters brought to its attention by internal and external audit.
<b>8</b> we have 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.	Yes	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
<b>9</b> trust funds	N/A	

**This annual governance statement is approved by the local council and recorded as minute reference **986** dated **7th June 2010****

Signed on behalf of **WOODBOROUGH Parish Council**

Signed by: Chair **Cllr. A R Whincup** Date **7<sup>th</sup> June 2010**

Signed by: Clerk **A M Marczak** Date **7<sup>th</sup> June 2010**

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### SECTION 3 - EXTERNAL AUDITOR'S CERTIFICATE AND OPINION

On the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission's requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor: Clement Keys 17<sup>th</sup> September 2010

## SECTION 4 - ANNUAL INTERNAL AUDIT REPORT

### WOODBOROUGH PARISH 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 2010.

The 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 control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

	<b>Agreed?</b> - Please choose from one of the following Yes/No*/Not covered**
<ul style="list-style-type: none"> <li>Appropriate books of account have been properly kept throughout the year.</li> </ul>	Yes
<ul style="list-style-type: none"> <li>The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.</li> </ul>	Yes
<ul style="list-style-type: none"> <li>The council assessed the significant risks to achieving its objectives and had adequate arrangements to manage these.</li> </ul>	Yes
<ul style="list-style-type: none"> <li>The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</li> </ul>	Yes
<ul style="list-style-type: none"> <li>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</li> </ul>	Yes
<ul style="list-style-type: none"> <li>Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.</li> </ul>	Yes
<ul style="list-style-type: none"> <li>Salaries to employees were paid in accordance with council approvals and PAYE and NI requirements were properly applied.</li> </ul>	Yes
<ul style="list-style-type: none"> <li>Asset and investment registers were complete and accurate and properly maintained.</li> </ul>	Yes
<ul style="list-style-type: none"> <li>Periodic and year-end bank reconciliations were properly carried out.</li> </ul>	Yes
<ul style="list-style-type: none"> <li>Accounting statements prepared during the year were prepared on the correct accounting basis (<i>receipts and payments</i>), agreed with the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.</li> </ul>	Yes
<ul style="list-style-type: none"> <li>For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:</li> </ul>	<i>Not Applicable</i>

<ul style="list-style-type: none"><li>• The council has met its responsibilities as a trustee</li></ul>	<i>Not Applicable</i>
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Name of person who carried out the internal audit **David Brooks**

Signature of person who carried out the internal audit **David Brooks**  
Dated **17th May 2010**

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