



Datchet Parish Council

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Graham J. Leaver Clerk

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NOTICE OF CONCLUSION OF THE AUDIT
AND RIGHT TO INSPECT THE ANNUAL RETURN
FOR THE YEAR ENDED 31ST MARCH 2014

SECTION 14 OF THE AUDIT COMMISSION ACT 1998

ACCOUNTS AND AUDIT (ENGLAND) REGULATIONS 2011 (SI 2011/817)

PARISH COUNCIL
OF
DATCHET

NOTICE is hereby given that the **AUDIT** for the year ended **31st MARCH 2014** was completed on **FRIDAY 5TH DECEMBER 2014**.

The Annual Return is available for inspection by any local government elector of the area of the Council on application to the undersigned.

Please note that the Parish Office is normally open Monday, Wednesday and Friday mornings between the hours of 9.30am and 12.30pm.

A copy of the Annual Return is displayed on the notice board outside the Parish Office, the full document may be accessed on the Parish Council website: datchetparishcouncil.gov.uk.

Copies will be provided to any local government elector when so requested.

Dated: 15th December 2014

GRAHAM J. LEAVER,
CLERK TO THE COUNCIL

Local Councils in England

Annual return for the financial year ended 31 March 2014

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2014.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2014, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do not send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2014.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2013/14 for

Enter name of
reporting body here:

DATCHET PARISH COUNCIL

Council/Meeting

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 2013 £	31 March 2014 £	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	103,450	93,714	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	133,515	126,651	Total amount of precept received or receivable in the year.		
3 (+) Total other receipts	153,833	175,095	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
4 (-) Staff costs	39,388	41,931	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	15,985	15,985	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).		
6 (-) All other payments	241,712	269,984	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	93,714	67,560	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	101,054	64,395	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	2,029,500	2,110,993	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	79,558	67,494	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		
11 Disclosure note	yes	no	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.
Trust funds (including charitable)		N/A			

I certify that for the year ended 31 March 2014 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

G. J. Jones

Date 06.10.2014

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

29.09.14

and recorded as minute reference:

14.082

Signed by Chair of the meeting approving these accounting statements.

E. J. Jones

Date 06.10.2014

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

DATCHET PARISH COUNCIL

Council/Meeting

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 2014, 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.	✓		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.	✓		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 the council 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 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.	✓		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.	✓		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.	✓		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.	✓		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.	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 the council and recorded as minute reference

dated 14.082
29.09.14

Signed by:

Chair

dated

Signed by:

Clerk

dated

*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 2013/14

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 of

DATCHET PARISH COUNCIL

Council/Meeting

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 2014; 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 matters 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.

1. Section 2, Assertion 1: The Council failed to approve the Annual Return by 30 June 2014, the date required by the Accounts and Audit (England) Regulations 2011.
2. Section 2, Assertion 5: The Council did not formally consider its risk management arrangements during the course of the year, as required by the Practitioners' Guide.
3. Section 2, Assertion 2: In two detailed reports to the Council in relation to 2013/14, the internal auditor has highlighted a number of weaknesses in internal control and governance arrangements. In addition to the failure to consider risk management referred to above, these included the failure to review and adopt updated standing orders and financial regulations, the lack of an asset register and the lack of regular budget monitoring. The Council's initial response indicated that these issues were being addressed. However, we have confirmed with the Clerk that progress to date has been limited. In addition, we note the continuing delay in formally approving the 2014/15 budget, as a consequence of which the Royal Borough of Windsor and Maidenhead has not yet released the Council's share of the council tax equalisation grant for the year. The Council must ensure that it takes appropriate action to address all outstanding matters during 2014/15.

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

1. Please ensure that the Annual Return is accurately completed before submission for audit. The following restatements are required to the comparative year figures in Section 1 to agree to the audited accounting statements for 2012/13: Box 1 requires to be restated as £103,451 and Box 10 to £79,598.
2. All documentation requested for the audit must be submitted with the Annual Return. A reconciliation between the income and expenditure balance (Box 7) and year-end cash balance (Box 8) was not initially provided, nor any of the additional information required for the intermediate audit.
3. Section 1, Box 9 (total fixed assets). Local councils are required to value all fixed assets at their purchase cost, or a proxy (such as insurance value) where the original cost is not known. The 'book' cost of an asset should then remain constant until disposal. Where the insurance value is used as a proxy, this should not be adjusted for subsequent indexing. Refer to the Practitioners' Guide for further advice on the requirements for recording assets in an asset register and the reporting requirements.

External auditor's signature: Mazars LLP

External auditor's name: Mazars LLP, Poole, BH17 0NF

Date: 5 DECEMBER 2014

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.