

Section 2 – Annual governance statement

We acknowledge as the members of **NORTH MUNDHAM 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 2010, that:

	Agreed – Yes or No*	'Yes' means that the council:
1 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 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 reviewed its 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 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.
4 We have provided proper opportunity during the year 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.
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 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.
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, 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.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and , if required, independent examination or audit.	YES/N/A	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 local council and recorded as minute reference

LOCAL COUNCIL **78-10 (j)** REFERENCE

dated **11/05/10** YY

Signed on behalf of **NORTH MUNDHAM PARISH COUNCIL**

Signed by: Chair **[Signature]** REQUIRED Date **11.05.10** YY

Signed by: Clerk **[Signature]** REQUIRED Date **11.05.10** YY

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

BANK RECONCILIATION

NORTH MUNDHAM PARISH COUNCIL

Financial year ending on 31 March 2010

Prepared by *L Chater* Mrs Louise Chater Clerk/RFO Dated 11/05/10

Approved by *D Turnbull* Mrs Denia Turnbull Chairman Dated 11.05.10

Balance per bank statements as at 31 March 2010

Parish Council

Bank of Ireland Current Account	£	4166.93	£
Bank of Ireland Reserve Account		<u>66529.64</u>	
			70696.57

Village Hall

Cooperative Current Account		7482.37	
Cooperative Reserve Account		20086.59	
Bank of Ireland Reserve Account		<u>50.02</u>	
			27618.98

less: any unrepresented cheques as at 31 March 2010

Cheque number	929	96.27	
Cheque number	935	38.93	
Cheque number	200088	<u>1481.00</u>	
			1616.20

Add: any monies not cleared

S Paice		<u>60</u>	60
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Net Bank Balance as at 31 March 2010

96759.35

The net balance reconciles to the cash book for the year, as follows

Cash Book

£

Opening Balance	92119.47
Add: Receipts in the year	39910.41
Less: the payments in the year	<u>35270.53</u>

Closing balance per cash book as at 31 March 2010

96759.35

SECTION 1 STATEMENT OF ACCOUNTS

NORTH MUNDHAM PARISH COUNCIL

Financial year ending on 31 March 2010

Prepared by *Shas* Mrs Louise Chater Clerk/RFO

Dated 11.05.10

Approved by *D Turnbull* Mrs Denia Turnbull Chairman

Dated 11.5.10.

	31-Mar-09	31-Mar-10	Variation	Explanation
Balance Brought Forward	88,762	92,119	3,344	Increase in reserves to provide for proposed work to the pavilion
Annual Precept	21,000	21,615	615	to cover increase in pension costs
Total Other Receipts	19,222	18,295	-924.73	decrease in interest rate received bank accounts changed or in process of change
Staff Costs	7,022	7,163	141	
Loan interest/capital repayment				
Total Other Payments	29,856	28,108	-1748	Closure of lay-by not repeated
Balance Brought Forward	92,106	96,759	4653	see above for explanation
Total Cash and Short Term Investments	92,119 RESTATED	96,759	4640	Cheque Number 200039 £12.91 never presented on account
Total Fixed Assets and Long Term Assets	490,587	490,803	216	
Total Borrowing	-	-	-	
Trust Fund Disclosure	NO	NO	-	

Receipts and Payments Account

NORTH MUNDHAM PARISH COUNCIL

Financial year ending on 31 March 2010

Prepared by *Chater* Mrs Louise Chater Clerk/RFO

Dated

11.05.10

Approved by *Denia Turnbull* Mrs Denia Turnbull Chairman

Dated

11.5.10

Year Ended		Year Ended 31
31 March		March
2009		2010
	INCOME	
21000.00	Precept	21615.00
780.59	Grants and Donations	300.00
-	shared expenses	132.13
-	Insurance Claim/refunds	664.75
314.72	VAT reimbursement	1670.09
3265.97	Interest Received	8.31
14320.50	VHMC Letting Income	14942.48
540.00	VHMC Fundraising and Donations	455.00
-	VHMC refund	122.65
40221.78	Total Income	39910.41
	Expenditure	
6328.55	General Administration	6421.29
7022.32	Clerk's Salary	7163.37
72.31	Chairman's Allowance	137.93
380.00	Section 137 Grants	968.98
1542.00	Grants, other powers	5012.95
400.00	Burial Ground	400.00
-	Notice boards	-
-	Capital expenditure - bus shelter	-
4624.00	Lay-by Project	-
-	Debt Charge	-
-	Agency Service	-
149.76	Waste and dog bin Clearance	106.08
348.00	Bus shelter maintenance & repair	1115.00
4085.00	VHMC - Caretaker payments	4423.31
6684.74	VHMC - Community Hall running costs	8336.55
3413.45	Furniture and Fittings	345.04
1827.50	VAT	840.03
36877.63	Total Expenditure	35270.53

RESERVES HELD

NORTH MUNDHAM PARISH COUNCIL

Financial year ending on 31 March 2010

Prepared by *Sho* Mrs Louise Chater Clerk/RFO Dated

11.5.10

Approved by *Denia Turnbull* Mrs Denia Turnbull Chairman Dated

11.5.10.

Parish Council

Balance as per reconciled bank statements as at 31 March 2010	70561.37
General Reserves	13,061
Village Hall Depreciation Fund	12000
Community Project (Pavilion)	35000
Car Park Reserves	1500
Capital Receipt Unapplied reserve	7000
War Memorial reserve fund	2000

Village Hall Management Committee

Balance as per reconciled bank statement as at 31 March 2010	26197.98
General Reserves	14198
Grant to Pavilion	12000

Total Cash and Investments

96759.35

SECTION 137 PAYMENTS

NORTH MUNDHAM PARISH COUNCIL

Financial year ending on 31 March 2010

Prepared by *L Chater* Mrs Louise Chater Clerk/RFO Dated 11/5/10

Approved by *D Turnbull* Mrs Denia Turnbull Chairman Dated 11.5.10


SECTION 137 ALLOWANCE FOR 2009/10 £6.15x977=6008.55

Recipient	£
The Samaritans	100.00
St Wilfrid's Hospice	200.00
North Mundham PTA	50.00
Playing Field Management Committee	318.98
British Legion	50.00
Chichester Canoe Club (Hunston Project)	50.00
Fletcher House Community Fund	150.00
Manhood Wildlife and Heritage Group	50.00
	<u>968.98</u>

Notes to Accounts

NORTH MUNDHAM PARISH COUNCIL

Financial year ending on 31 March 2010

Prepared by  Mrs Louise Chater Clerk/RFO

Dated 11/5/10

Approved by  Mrs Denia Turnbull Chairman

Dated 11.5.10

Accounts

These accounts are based on receipts and payments procedures

Borrowings & Receipts in Advance

As at 31 March 2010 there were no loans to the Council outstanding

Table Tennis have made advance payments in the sum of £342.00

Balance on British Gas Account £578.09 (they have increased the monthly direct debit payment)

Debts Outstanding & Payments in Advance

As at 31 March 2010 the Council was due a repayment of VAT due from HM Revenue and Customs totalling £943.64 this claim has been submitted

Outstanding credit balance from Southern Electric in the sum of £777.35 (they have agreed to reduce the monthly direct debit payment)

Leases

During 2010 no amendments were made to the lease between North Mundham Parish Council and the Playing Field Management Committee

Tenancies

During the year no tenancies were entered into

Agency Work

During the year the council undertook no agency work on behalf of other authorities

Advertising and Publicity

During the year no payments were made for advertising or publicity