

Section 1 – Accounting statements 2014/15 for

Enter name of
reporting body here:

NORTH MUNDOHAM PARISH

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 2014 £	31 March 2015 £	
1 Balances brought forward	89,204	90,525	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	29,444	27,707	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	28,540	62,176	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	10,188	9,394	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	—	—	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	46,475	92,695	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	90,525	78,319	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	90,525	78,319	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	22,022	21,639	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	—	—	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.
		✓	

I certify that for the year ended 31 March 2015 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

[Signature] REQUIRED

Date 19 May 2015

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

19/05/2015

and recorded as minute reference:

105.15 (m)

Signed by Chair of the meeting approving these accounting statements.

[Signature] REQUIRED

Date 19/5/15.

NORTH MUNDHAM PARISH COUNCIL

Financial year ending on 31 March 2015

Prepared by Chat Mrs Louise Chater Clerk/RFO

Dated 19 May 2015

Approved by DMFmbull Chairman

Dated 19.5.15

	31-Mar-14	31-Mar-14	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Balance Brought Forward	89,204	90,525	1,321	1%	
Annual Precept	29,444	27,707	-1,737	-6%	
Total Other Receipts	28,540	62,176	33,636	118%	VAT refund (16015.67), Fund raising (3825) Grants (5251.95), Rates Refund (1291.18)
Staff Costs	10,188	9,394	-794	-8%	
Loan interest/capital repayment	-	-	-		
Total Other Payments	46,475	92,695	46,220	99%	Community Kitchen Project (48871.45)
Balance Brought Forward	90,525	78,319	-12,206	-16%	Spending of reserves on Community Kitchen Project
Total Cash and Short Term Investments	90,525	78,319	-12,206	-16%	
			0		
Total Fixed Assets and Long Term Assets	22,022	21,639	-383	2%	
Total Borrowing	-	-	-		
Disclosure note trust funds (including charitable)	NO	NO	-		
Explanation for 'high' reserves	Box 7 is 2.83 times than box 2 due to assigned reserves.				

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

NORTH MUNDHAM PARISH

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 2015, 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

105.15 (n)
dated 19.05.15

Signed by:

Chair *Shirley Bull*
dated 19.5.15.

Signed by:

Clerk *Shirley*
dated 19 May 2015

*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 report 2014/15

Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

NORTH MUNDHAM PARISH

Council/Meeting

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, 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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

Section 4 – Annual internal audit report 2014/15 to NORTH MUNDHAM PARISH

Council/Meeting

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 2015.

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	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ no petty cash
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.			
For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:			
	Yes	No	Not applicable
			✓

Name of person who carried out the internal audit MARK MULBERRY BA (Hons) FCA CTA

Signature of person who carried out the internal audit [Signature] Date 21/04/2015

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).

BANK RECONCILIATION

NORTH MUNDHAM PARISH COUNCIL

Financial year ending on 31 March 2015

Prepared by Shia Mrs Louise Chater Clerk/RFO

Dated

19 May 2015

Approved by Shirley Chairman

Dated

19.5.15.

Balance per bank statements as at 31 March 2015

Parish Council

Unity Bank - Current Account

£

£

Handlesbanken

2,471.52

Co-operative Bank Reserve Account - account closed

56,793.15

0

59,264.67

Village Hall

Unity Current Account

16,905.43

Cooperative Current Account

2,188.33

Cooperative Reserve Account - account closed

0.00

19,093.76

less: any unpresented cheques as at 31 March 2014

300184 Parochial Church Council

12.56

300185 West Sussex County Council

27.03

39.59

Add: any monies not cleared

0.00

Net Bank Balance as at 31 March 2015

78,318.84

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

Cash Book

£

Opening Balance

90,524.75

Add: Receipts in the year

89,883.54

Less: the payments in the year

102,089.45

Closing balance per cash book as at 31 March 2015

78,318.84

RESERVES HELD

NORTH MUNDHAM PARISH COUNCIL

Financial year ending on 31 March 2015

Prepared by Phat Mrs Louise Chater Clerk/RFO

Approved by Sturmbull Chairman

Parish Council

Balance as per reconciled bank statements as at 31 March 2015

General Reserves

Village Hall Depreciation Fund
Car Park Reserves
Capital Receipt Unapplied reserve
War Memorial reserve fund
Office Equipment
Election Expenses
Notice Board Replacement Fund
Village Hall Improvement Fund
Village Hall Management Committee

Balance as per reconciled bank statement as at 31 March 2015

General Reserves
Community Kitchen Project

Total Cash and Investments

Dated

19 May 2015

Dated

19.5.15.

59,225.08

21,476.08

Building up fund to provide for the replacement of the
22,000.00 village hall
4,500.00 Fund for repair works to the car park
658.00 Fund received from sale of land
6,000.00 Building up fund for repair of the war memorial
2,453.00 building up fund to replace office equipment
1,000.00 to provide funding for 2015 election
138.00 building up fund to replace noticeboards
1,000.00 building fund to replace village hall roof

19,093.76

16,705.47

2,388.29 To be spent in financial year 2015/16

78,318.84