

Audited Body Name.....Peasedown St. John Parish Council.....

**NOTICE OF CONCLUSION OF AUDIT**

Accounts year ended 31 March 2015

Audit Commission Act 1998 (as transitionally saved)

The Accounts and Audit (England) Regulations 2011

Insert date of placing  
the Notice

1. Date of Notice 9<sup>th</sup> / October / 2015.

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 on

23<sup>rd</sup> Sept. 2015 by Grant Thornton UK LLP.

The Accounts must be  
published on  
conclusion of the Audit  
or on 30<sup>th</sup> September  
whichever is the  
earlier.

3. Publication of Accounts.

A copy of the Statement of Accounts and the Auditor's Certificate and Report thereon  
has been published.

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

Notice of these rights is  
required by the Act.

4. Local Government Elector's Rights

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

Complete as locally  
appropriate

5. Days and times of availability

Monday to Friday  
between the hours of  
9am and 12 noon


Complete as locally  
appropriate

6. Address where the Documents may be inspected or purchased

Parish Council Office  
Beacon Hall, French Close,  
Peasedown St. John, Bath, BA2 8SN

Complete as  
appropriate

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

 Clerk and / ~~or~~ Responsible Financial Officer  
T. WEST

Amend if necessary

This Notice is to be displayed for 14 days.

## Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: **PEASEDOWN ST JOHN 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 2014 £	31 March 2015 £	
1 Balances brought forward	80,549	107,682	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	150,108	160,967	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	35,120	158,413	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	78,106	78,993	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 the council's borrowings (if any).
6 (-) All other payments	79,989	202,017	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	107,682	146,052	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	99,534	223,716	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	231,803	354,332	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	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 <b>Disclosure note</b> Trust funds (including charitable)	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. <i>N.B. The figures in the accounting statements should not include any trust transactions</i>

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



Date 20/05/2015

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

19/05/2015

and recorded as minute reference:

C017-19/05/2015

Signed by Chair of the meeting approving these accounting statements.

Kathleen D Thomas

Date 20/05/2015

## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

PEASEDOWN ST. JOHN 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 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

CO17-19/05/2015

dated 19/05/2015

Signed by:

Chair Katherine Thomas

dated 20 05 2015

Signed by:

Clerk [Signature]

dated 20/05/2015

\*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:

PEASEDOWN ST JOHN PARISH COUNCIL

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:

See attached sheet

(continue on a separate sheet if required)

External auditor signature Alex Walling

External auditor name Alex Walling for Grant Thornton UK LLP Date 23/9/15

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

**This page is part of Section 3 - External auditor certificate and opinion 2014/15**

**Peasedown St John Parish Council  
Audit Report for the year ended 31 March 2015**

**Other matters not affecting our opinion which we wish to draw to the attention  
of Peasedown St John Parish Council for the year ended 31 March 2015**

**Internal Financial Controls**

The Council has not documented its internal controls. It is good practice for the Council to fully document and periodically review the specific day to day procedures it undertakes to implement its system of internal control.

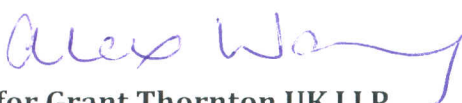
**Financial Regulations**

The Financial Regulations refer to the Accounts and Audit Regulations 2003. The Accounts and Audit Regulations 2003 were amended in 2006, and were superceded in 2011. The Accounts and Audit Regulations 2015 are now in force for years commencing on 1 April 2015.

The Council reviewed its Financial Regulations in 2012 but did not update them for changes in legislation. The latest model Financial Regulations were issued in 2014 and have been updated in light of recent changes to legislation. They are available from the National Association of Local Councils. Financial Regulations should be periodically reviewed and updated as appropriate with regard to any relevant changes in the law or the Council's circumstances.

**Expenditure decisions**

The Financial Regulations do not specifically include a check as to whether all payments made are legal and within the powers of the council. We recommend that this control be included in the financial regulations or internal controls document and incorporated as part of the procedures undertaken by the Financial Officer.

  
for Grant Thornton UK LLP  
Date 23/12/15

**Our ref AVN091**