

SYDERSTONE PARISH COUNCIL

FINAL ACCOUNTS 2015-16

The Parish Council's financial year runs from 1st April until 31st March in the year following. The accounts are produced on a Receipts and Payments basis.

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SYDERSTONE PARISH COUNCIL

Financial Report for the Year Ending 31 March 2016

The attached shows the Receipts, Payments and Cash in Bank for 2015/16 and also for 2014/15 for comparison.

Receipts

The Precept for 2015/16 was £8640 and £410 for CTS Relief Grant compared to a Precept of £8573 and CTS Relief Grant £460 for the previous year. Bank interest remains extremely low on the Tracker Account. A grant received from the Jack's Lane Windfarm Fund for £4576 which was used to purchase a new roundabout for the playing field.

Payments

As can be seen from the attached the Payments for 2015/16 are £10019 more than the Payments for 2014/15. An increased amount of £4119 was spent on essential maintenance for the playing field mainly to replace a slide and surface. The increase also due to the purchase of the new roundabout, the vat on the increased expenditure and £899 for our share of the Mill Lane footpath (trod).

Cash in Bank

At 31 March 2016 £1193.40 was held in the Community account and £4186.30 in the Tracker account with no unrepresented cheques. A balance of £5379.70 to be carried forward, a decrease of £3647.31 from the balance at the beginning of the year. However a much larger than usual VAT repayment (£2212.16) is to be repaid early in next financial year which will restore our balances.

Financial Control

The Parish Clerk/RFO raises the cheques for all payments and two authorised Councillors sign the cheques. The bank statements are checked and signed each month by both the Chairman and the Clerk and every three months by the Clerk, Chairman and another Councillor. An internal audit was again carried out by Mrs Denise Goff for no charge, for which the Parish Council are extremely grateful. An external audit will be carried out by Mazars LLP and the books of account will be available for inspection by the public.

Brian Lloyd
Syderstone Parish Clerk/RFO

SYDERSTONE PARISH COUNCIL
RECEIPTS & PAYMENTS ACCOUNT AS AT 31 MARCH 2016

	2014/15	2015/16
RECEIPTS		
Balance brought forward	6970.05	9027.01
Precept	8573.00	8640.00
Repayment of VAT	981.40	703.86
Bank Interest	4.71	4.01
Newsletter Adverts	160.00	160.00
CTS Relief Grant	460.00	410.00
Playing Field Grant (Roundabout)	0.00	4576.00
Total Income	17149.16	23520.88

PAYMENTS		
Audit	100.00	100.00
Streetlighting	415.67	476.41
Hall Hire	154.00	154.00
Insurance	453.55	471.93
Subscriptions	200.82	122.69
Playing field & footpaths	595.62	4714.28
Clerk's salary net	2123.20	2221.80
Clerk's salary tax	465.80	403.20
Clerk's expenses	99.06	153.37
Cllr expenses	0.00	45.00
Newsletter printing	173.36	173.36
Section 137	220.00	220.00
Section 214 Cemetery	1197.98	1197.98
VAT paid	703.86	2212.16
Mill Lane Footpath (TROD)	0.00	899.00
Playing Field (Roundabout)	0.00	4576.00
Speed Limit Signs	1219.23	0.00
Total Expenditure	8122.15	18141.18

Balance Carried Forward	9027.01	5379.70
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CASH IN BANK		
Community Account	1884.72	1193.40
Business Base Rate Tracker Account	7182.29	4186.30
Less cheques not presented	40.00	0.00
Balance carried forward	9027.01	5379.70

Chairman

Clerk

Internal Auditor

SYDERSTONE PARISH COUNCIL - PAYMENTS OVER £100 FOR 2015/16

Date	Payee	Service	Amount
16/4/2015	Amy Robsart Hall	Annual hall hire	154.00
16/4/2015	Brian Lloyd	Clerk's monthly net pay	183.00
16/4/2015	NALC	Annual subscription	122.69
16/4/2015	Westcotec	Annual street light maintenance	180.00
21/5/2015	Brian Lloyd	Clerk's monthly net pay	185.40
21/5/2015	Broker Network	Annual insurance premium	471.93
21/5/2015	Norfolk CC	Mill Lane Trod contribution	899.00
21/5/2015	Gt Mass Cars	Annual grant	150.00
21/5/2015	Norse	Grass cutting	392.37
18/6/2015	Brian Lloyd	Clerk's monthly net pay	185.40
18/6/2015	Norse	Grass cutting	257.24
16/7/2015	Brian Lloyd	Clerk's monthly net pay	185.20
16/7/2015	Norse	Grass cutting	257.24
17/9/2015	Brian Lloyd	Clerk's monthly net pay Aug	185.40
17/9/2015	Brian Lloyd	Clerk's monthly net pay Sept	185.40
17/9/2015	Norse	Grass cutting	514.48
17/9/2015	Fenland Leisure	Playing Field repairs	5205.98
17/9/2015	Mazars	External Audit Fee	120.00
15/10/2015	Brian Lloyd	Clerk's monthly net pay	185.40
15/10/2015	Norse	Grass cutting	257.24
15/10/2015	EIBE Play Ltd	Roundabout purchase	5491.20
19/11/2015	Brian Lloyd	Clerk's monthly net pay	185.20
19/11/2015	Norse	Grass cutting	135.13
17/12/2015	Brian Lloyd	Clerk's monthly net pay	185.40
21/1/2016	Brian Lloyd	Clerk's monthly net pay	185.40
18/2/2016	Brian Lloyd	Clerk's monthly net pay	185.40
17/3/2016	Brian Lloyd	Clerk's monthly net pay	185.20

SYDERSTONE PARISH COUNCIL

PUBLIC LAND OWNED AS AT 31 MARCH 2016

The Playing Field at the end of Norman Way PE31 8TH and the Footway from Norman Way PE31 8TH to the telephone box at The Street PE31 8SD.

The Playing Field area is 0.92 acre.

The Footway is 144 yards long of varying width, totalling approx 0.10 acre.

The land is owned by and managed by Syderstone Parish Council, under land registry title number NK216335.

The Playing Field and The Footway were acquired on 18 May 1998.

The Playing Field and the Footway were part of Syderstone School and both were acquired from Norfolk County Council, when the school was closed. The land was purchased for £4,150 but there is a Deed of Covenant such that if the land is sold, then additional moneys would be due to Norfolk County Council.

The Playing Field is used as a children's playground with several pieces of play equipment installed, e.g. swings, slide, etc. together with a central grassed area for independent play. The Footway is used by residents of Norman Way to gain pedestrian access to the telephone box and bus stop, and it is used by other residents of the village to gain pedestrian access to Norman Way and the children's playground.

SYDERSTONE PARISH COUNCIL

MEMBERSHIP & REPRESENTATIVES 2015-16

The Parish Council subscribed to the following organisations:

Norfolk Association of Local Councils (NALC)	£120
Norfolk Rural Community Council (NRCC)	£20
Norfolk Playing Fields Association (NPFA)	£20
Great Massingham Community Cars Scheme	£150

The Parish Council appointed representatives to the following organisations:

Syderstone Parochial Church Council (Cllr Taylor)
Amy Robsart Village Hall Committee (Cllr MacArthur)
Great Massingham Community Cars Scheme (Cllr Taylor)
Jacks Lane Fund Panel (Cllr Taylor)
Safer Neighbourhood Action Panel (Cllr Martin Bateman)

The Parish Council made the following financial appointments:

Cheque signatories, any two from three, (Cllr Thompson, Cllr Taylor & Cllr Daly)
Internal Auditor (Mrs D Goff)
External Auditors (Mazars LLP)

The following persons served as Parish Councillors

Cllr Reg Thompson (Chairman)
Cllr Gerry Taylor (Vice Chairman)
Cllr Mick Askew
Cllr David Daly
Cllr Malcolm MacArthur
Cllr Martin Bateman
Cllr Madeleine Thompson

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

SYDERSTONE 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 2016, that:

	Agreed			'Yes' means that this smaller authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
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 this smaller authority 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 gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority 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 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 this smaller authority.
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 this smaller authority 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. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities 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 this smaller authority and recorded as minute reference:

MINUTE REFERENCE
dated COMMUNITY

Signed by:

Chair SIGNATURE REQUIRED

dated COMMUNITY

Signed by:

Clerk SIGNATURE REQUIRED

dated COMMUNITY

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

SYDERSTONE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	6970	9027	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. (+) Precept or Rates and Levies	8573	8640	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1606	5853	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2589	2625	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 smaller authority's borrowings (if any).
6. (-) All other payments	5533	15516	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	9027	5379	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	9027	5379	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 long term investments and assets	45448	50024	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority 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. (For Local Councils Only) Disclosure note re 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.
	N/A		

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

B. W. [Signature]

Date

05/04/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements:

Date

[Signature]

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

SYDERSTONE PARISH COUNCIL

This smaller authority'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 2016.

Internal audit has been carried out in accordance with this smaller authority'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 this smaller authority.

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. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates 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.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's 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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit DENISE ANNE GOFF

Signature of person who carried out the internal audit HBE Date 16/04/2016

*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).

Explanation of significant variances in the accounting statements - Section 2

Local council name: SYDERSTONE PARISH COUNCIL

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	2014/15 £	2015/16 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £10))
Box 2 Precept	8573	8640	+ 67	N/A
Box 3 Other income	1606	5853	+ 4247	RECEIVED GRANT TO PURCHASE A ROUNDABOUT FOR PLAYING FIELD (£4576). DECREASE IN VAT REPAY (-£277). REDUCED INCOME FOR CTS GRANT (-£50).
Box 4 Staff costs	2589	2625	+ 36	N/A
Box 5 Loan interest/ capital	NIL	NIL	NIL	N/A
Box 6 Other payments	5533	15516	+ 9983	PURCHASE ROUNDABOUT (+4576) PLAYFIELD MAINTENANCE ON SURFACE ETC (NET INCREASE +4119). INCREASE IN VAT PAID ON ROUNDABOUT + PLAYFIELD MAINT (+1509). TREE CONTRIBUTION THIS YEAR (899). INCREASED ELEC CHARGES FOR STREET LIGHTS (+61). DISCONTINUED SOME SUBSCRIPTIONS (-73). NO COSTS FOR SPEED ZONES THIS YEAR (-129). SMALL INCREASES ON CLERK + COUNCILLORS
Box 7 Balances carried forward	9027	5379	- 3648	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. (LARGE VAT REPAYMENT DUE EARLY NEXT FINANCIAL YEAR) TOTAL EXPENDITURE EXCEEDED TOTAL INCOME FOR THE YEAR 2015/16 BY £ 3648 ∴ REDUCING BALANCE.
Box 9 Fixed assets & long term assets	45448	50024	+ 4576	Explain all movements in this category and not just those above 15% PURCHASE OF NEW ROUNDABOUT FOR THE PLAYING FIELD (£4576) EXCL VAT
Box 10 Total borrowing	NIL	NIL	NIL	N/A

Bank reconciliation

Syderstone Parish Council

Financial Year Ending 31 March 2016

Prepared by Brian Lloyd – Clerk/RFO – 5 April 2016

Balance per bank statements at 31 March 2016

Tracker Account	4186.30	
Community Account	1193.40	
	<hr/>	
		5379.70

Less: unpresented cheques at 31 March 2016 (None) (0.00)

Net balances as at 31 March 2016

5379.70

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:-

CASH BOOK

Opening Balance 1 April 2015	9027.01
Add: Receipts in the year	14493.87
Less: Payments in the year	(18141.18)
	<hr/>
Closing balance as per cash book (receipts and payments book) as at 31 March 2016	5379.70
	<hr/>

Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

SYDERSTONE PARISH COUNCIL

Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (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 smaller authority:

(continue on a separate sheet if required)

External auditor signature

Mazars LLP

External auditor name

Mazars LLP, Durham, DH1 5TS

Date

25 July 2016

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)