

# **SYDERSTONE PARISH COUNCIL**

## **FINAL ACCOUNTS 2016-17**

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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**Cllr Reg Thompson**  
**Chairman Syderstone Parish Council**  
**4 Rectory Gardens**  
**The Street**  
**Syderstone**  
**Kings Lynn**  
**Norfolk**  
**PE31 8SD**

**Tel: 01485 578508**  
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**Mr Brian Lloyd**  
**Clerk to the Parish Council**  
**2 Silver Drive**  
**Dersingham**  
**Kings Lynn**  
**Norfolk**  
**PE31 6YB**

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# **SYDERSTONE PARISH COUNCIL**

## **Financial Report for the Year Ending 31 March 2017**

The attached shows the Receipts, Payments and Cash in Bank for 2016/17 and also for 2015/16 for comparison.

### **Receipts**

The Precept for 2016/17 was £8653 and £350 for CTS Relief Grant compared to a Precept of £8640 and CTS Relief Grant £410 for the previous year. Bank interest remained extremely low on the Tracker Account and no interest was paid for the last quarter and none to be paid in the future. Grants were received from the Jack's Lane Windfarm Fund (£5000) and Tesco Bags for Help (£8000) making £13000 in total which was used to purchase a zip wire, buddy board and Rock N Roll equipment for the playing field.

### **Payments**

As can be seen from the attached the Payments for 2016/17 are £4989 more than the Payments for 2015/16. The increases were mainly due to the purchase of the new play equipment and the vat on the increased expenditure however there was a large reduction for the maintenance of the playing field compared to the previous year.

### **Cash in Bank**

At 31 March 2017 £1577.75 was held in the Community account and £5190.89 in the Tracker account with no unrepresented cheques. A balance of £6768.64 to be carried forward, an increase of £1388.94 from the balance at the beginning of the year. Again a much larger than usual VAT repayment (£3070.56) is to be repaid next financial year.

### **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 2017**

	2015/16	2016/17	NOTES
<b>RECEIPTS</b>			
Balance brought forward	9027.01	5379.70	
Precept	8640.00	8653.00	
Repayment of VAT	703.86	2212.16	
Bank Interest	4.01	4.59	
Newsletter Adverts	160.00	160.00	
CTS Relief Grant	410.00	350.00	
NCF Grant (Playing Field)	4576.00	5000.00	
Tesco Grant (Playing Field)		8000.00	
Clerk's Tax Rebate		139.20	
<b>Total Income</b>	<b>23520.88</b>	<b>29898.65</b>	
<b>PAYMENTS</b>			
Audit	100.00	100.00	
Streetlighting	476.41	577.35	
Hall Hire	154.00	154.00	
Insurance	471.93	555.87	
Subscriptions	122.69	129.17	
Playing field & footpaths	4714.28	805.00	
Clerk's salary net	2221.80	2524.80	
Clerk's salary tax	403.20	136.20	
Clerk's tax rebate		139.20	
Clerk's expenses	153.37	100.90	
Cllr expenses	45.00	60.00	
Newsletter printing	173.36	182.96	
Section 137	220.00	220.00	
Section 214 Cemetery	1197.98	896.00	
VAT paid	2212.16	3070.56	
TROD Instalations	899.00	478.00	Rudham Road
Playing Field equipment (NCF)	4576.00	5000.00	Board & Rocker
Playing Field equipment (Tesco)	0.00	8000.00	Zip Wire
<b>Total Expenditure</b>	<b>18141.18</b>	<b>23130.01</b>	
<b>Balance Carried Forward</b>	<b>5379.70</b>	<b>6768.64</b>	
<b>CASH IN BANK</b>			
Community Account	1193.40	1577.75	
Business Base Rate Tracker Account	4186.30	5190.89	
Less cheques not presented	0.00	0.00	
<b>Balance carried forward</b>	<b>5379.70</b>	<b>6768.64</b>	

**Chairman**

**Clerk**

**Internal Auditor**

**SYDERSTONE PARISH COUNCIL - PAYMENTS OVER £100 FOR 2016/17**

Date	Payee	Service	Amount
21/4/2016	Amy Robsart Hall	Annual hall hire	154.00
21/4/2016	Brian Lloyd	Clerk's monthly net pay	186.80
21/4/2016	NALC	Annual subscription	129.17
21/4/2016	Norfolk County Cncl	Rudham Road Trod	478.00
19/5/2016	Brian Lloyd	Clerk's monthly net pay	189.00
19/5/2016	Came & Company	Annual insurance premium	513.94
19/5/2016	Gt Mass Cars	Annual grant	150.00
19/5/2016	Westcotec Limited	Annual Street lighting maint	180.00
16/6/2016	Brian Lloyd	Clerk's monthly net pay	189.20
16/6/2016	TTSR Limited	Grass cutting	974.40
21/7/2016	Brian Lloyd	Clerk's monthly net pay	189.00
22/9/2016	Brian Lloyd	Clerk's monthly net pay Aug	189.20
22/9/2016	Brian Lloyd	Clerk's monthly net pay Sept	189.00
22/9/2016	TTSR Limited	Grass cutting	487.20
20/10/2016	Brian Lloyd	Clerk's monthly net pay	189.00
20/10/2016	TTSR Limited	Grass cutting	243.60
20/10/2016	Wicksteed Leisure	Zipwire purchase	9600.00
20/10/2016	Wicksteed Leisure	Play equipment purchase	6000.00
17/11/2016	Brian Lloyd	Clerk's monthly net pay	361.20
17/11/2016	TTSR Limited	Grass cutting	243.60
17/11/2016	Mazars LLP	External Audit Fee	120.00
15/12/2016	Brian Lloyd	Clerk's monthly net pay	210.60
19/1/2017	Brian Lloyd	Clerk's monthly net pay	210.60
16/2/2017	Brian Lloyd	Clerk's monthly net pay	210.60
16/3/2017	Brian Lloyd	Clerk's monthly net pay	210.60

## **SYDERSTONE PARISH COUNCIL**

### **PUBLIC LAND OWNED AS AT 31 MARCH 2017**

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 2016-17**

### **The Parish Council subscribed to the following organisations:**

Norfolk Association of Local Councils (NALC)	£129
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 (resigned & moved house)  
Cllr Martin Bateman  
Cllr Madeleine Thompson (resigned & moved house)  
Cllr Michael Beauchamp (co-opted)

# Section 1 – Annual governance statement 2016/17

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 2017, 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 on:

20/04/2017

and recorded as minute reference:

589 6.5

Signed by Chair at meeting where approval is given:

*Ronald Hopley*

Clerk:

*Bilou*

\*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 2016/17 for

Enter name of  
smaller authority here:

SYDERSTONE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	9027	5379	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	8640	8653	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5853	15866	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	2625	2800	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and Nil (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	15516	20330	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	5379	6768	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	5379	6768	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 long term investments and assets	50024	63024	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
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 N/A	No A	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 2017 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:

*Buller*

Date

05/04/2017

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

20/04/2017

and recorded as minute reference:

589 6.5

Signed by Chair at meeting where approval is given:

*Reginald Hoyle*



# Annual internal audit report 2016/17 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 2017.

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) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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 LEDIEN COFF MBE

Signature of person who carried out the internal audit  Date 18/04/2017

\*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	2015/16 £	2016/17 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £10))
Box 2 Precept	8640	8653	+ 13	N/A
Box 3 Other income	5853	15866	+ 10013	INCREASE IN VAT REPAYED (£1508) INCREASE IN GRANTS RECEIVED FOR PLAYGROUND EQUIPMENT (£8424)
Box 4 Staff costs	2625	2800	+ 175	N/A
Box 5 Loan interest/ capital	NIL	NIL	NIL	N/A
Box 6 Other payments	15516	20330	+ 4814	ELECTRICITY COSTS FOR STREET LIGHTS (+£160) PLAY FIELD MAINTENANCE COSTS (-£3909) GRASS CUTS CHURCHYARD (-£302) VAT PAID ON INCREASED PAYMENTS (+£858) LOWER COST TROUSERS (-£421) PURCHASE OF PLAY EQUIPMENT (+£8424)
Box 7 Balances carried forward	5379	6768	+ 1389	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. RECEIPTS FOR THE YEAR (£24519) EXCEEDED PAYMENTS FOR THE YEAR (£23130) HENCE INCREASED YEAR END BALANCE.
Box 9 Fixed assets & long term assets	50024	63024	+ 13000	Explain all movements in this category and not just those above 15%. PURCHASE OF NEW PLAYGROUND EQUIPMENT BUNNY BOARD & PULL 'N' ROLL (+£5000) + ZIP WIRE (£8000)
Box 10 Total borrowing	NIL	NIL	NIL	N/A

## Bank reconciliation

Syderstone Parish Council

Financial Year Ending 31 March 2017

Prepared by Brian Lloyd – Clerk/RFO – 5 April 2017

Balance per bank statements at 31 March 2017

Tracker Account	5190.89	
Community Account	1577.75	
	<hr/>	
		<b>6768.64</b>

Less: unpresented cheques at 31 March 2017 (None) **(0.00)**

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**Net balances as at 31 March 2017** **6768.64**

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

### CASH BOOK

Opening Balance 1 April 2016	<b>5379.70</b>
Add: Receipts in the year	<b>24518.95</b>
Less: Payments in the year	<b>(23130.01)</b>
	<hr/>
Closing balance as per cash book (receipts and payments book) as at 31 March 2017	<b>6768.64</b>
	<hr/>

## Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

SYDERSTONE PARISH COUNCIL

### 1. 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 2017; 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.

### 2. 2016/17 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 other matters have come to our attention giving cause for concern that relevant legislative 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)

### 3. 2016/17 External auditor certificate

We certify/~~do not 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 2017.

\* We do not certify completion because:

External auditor signature

Mazars LLP

External auditor name

Mazars LLP, Durham, DH1 5TS

Date

23 August 2017

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))