

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

WY SALL AND THORPE IN THE GLEBE 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
			✓

This annual governance statement is approved by this smaller authority on:

02/05/2017

and recorded as minute reference:

FULL MEETING - FINANCIAL

Signed by Chair at meeting where approval is given:



Clerk:

M D Elliott

*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:

WYSALE AND THORPE IN THE GLEBE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	24158	24715	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	8170	8250	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7188	5367	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	218	219	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	14583	19137	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	24715	18976	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	24715	18976	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	231618	233990	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	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 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:

MOSIWA

Date

02/05/2017

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

02/05/2017

and recorded as minute reference:

FULL COUNCIL - FINANCE

Signed by Chair at meeting where approval is given:

[Signature]

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

WYSALE AND THORPE IN THE GLEBE 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:

see attached

(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

Grant Thornton UK LLP

External auditor name

Grant Thornton UK LLP

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)

Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

WYALL AND THORPE IN THE GLEBE 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
			N/A ✓

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

DAVID DIXON

Signature of person who carried out the internal audit

DD

Date

24/04/2017

*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).

WYSALL & THORPE IN THE GLEBE PARISH COUNCIL

ASSET REGISTER

NET Values at 31st March

Description	Item	Cost or Value	Value 2012	Value 2013	Value 2014	Value 2015	Value 2016	Value 2017
<u>Buildings</u>	Village Hall	£104,677	£119,453	£123,431	£123,431	£123,431	£123,431	£123,431
	Village Hall Extension	£71,685	£74,685	£74,685	£74,685	£74,685	£74,685	£74,685
<u>Miscellaneous</u>	Defibrillator	£1,620						£1,620
	Information Outdoor Panel Board	£740	£740	£740	£740	£740	£740	£740
<u>Street Furniture</u>	Litter Bin	£136			£136	£136	£136	£136
	1 x Notice Board 1200 Wall Mounted	£1,793				£1,793	£1,793	£1,793
	1 x Westminster 1800 Public Seat	£756					£756	£756
	Goalposts and Nets	£600	£600	£0	£0	£0	£0	£0
	1 x Goal Nets	£57			£57	£57	£57	£57
<u>Playground Equipment</u>	Old Playground Equipment	£1,169	£1,169	£0	£0	£0	£0	£0
	New Playground Equipment	£22,940		£22,940	£22,940	£22,940	£22,940	£22,940
	1 x Fridge Freeze	£302	£302	£302	£302	£302	£302	£302
	1 x Dishwasher	£1,365	£1,365	£1,365	£1,365	£1,365	£1,365	£1,365
	1 x Water Boiler	£296	£296	£296	£296	£296	£296	£296
	1 x Mobile Hot Cupboard	£654	£654	£654	£654	£654	£654	£654
	1 x Multifunction Cooker	£1,315	£1,315	£1,315	£1,315	£1,315	£1,315	£1,315
	80 x Chairs	£1,187	£1,187	£1,187	£1,187	£1,187	£1,187	£1,187
	16 x Tables	£1,305	£1,305	£1,305	£1,305	£1,305	£1,305	£1,305
	8 x Square Tables	£172	£172	£172	£172	£172	£172	£172
	2 x Table Trolleys	£320	£320	£320	£320	£320	£320	£320
	1 x Baby Changing Table	£165			£165	£165	£165	£165
	1 x Extractor Fan	£165						£165
	1 x Digital Timer	£186						£186
	3 x Hand Dryer	£400						£400
	TOTAL	£214,005	£203,563	£228,712	£229,070	£230,863	£231,619	£233,990

March 2017

Goalposts and Nets valued at £600 removed in January 2013 therefore valued at £0 on Asset Register
 Old Playground Equipment valued at £1169 removed in January 2013 therefore valued at £0 on Asset Register
 New Playground Equipment valued at £22,940 paid with a grant from The Lottery Fund

Note:
 Note:
 Note:

**Listing of items in excess of £100 - Wysall & Thorpe Parish Council
for the year ended 31 March 2017**

Date	Details	Amount
05/04/2016	grass cut for church & council, playgrd check, site bench	510.00
05/04/2016	Queen's birthday medals	306.00
05/04/2016	Office admin	209.62
05/04/2016	Hand Dryer via Blow Motion	399.99
03/05/2016	Supply & installation of extractor fan	674.82
03/05/2016	Everclean Plain Burgundy table cloths	150.00
03/05/2016	Insurance	1243.69
03/05/2016	Office Admin	228.60
07/06/2016	Grass cutting + play ground check	150.00
07/06/2016	Grass cutting for Wysall Church	160.00
07/06/2016	water supply	126.96
07/06/2016	Licence fee (re Hallmaster Licences)	180.00
07/06/2016	Office Admin	220.44
07/06/2016	Grass cutting + play ground check	150.00
07/06/2016	Grass cutting	160.00
05/07/2016	Office Admin	214.76
06/09/2016	Grass cutting & play grd check for parish council July	150.00
06/09/2016	Grass cutting for parish church July	160.00
06/09/2016	Grass cutting & play grd check for parish council Aug	150.00
06/09/2016	Grass cutting for parish church Aug	160.00
06/09/2016	Grass cutting& play grd check for parish council September	210.00
06/09/2016	Grass cutting for parish church September	240.00
06/09/2016	Defib installation	2432.00
06/09/2016	Office Admin	456.97
04/10/2016	Grass cutting & play grd check for parish council October	150.00
04/10/2016	Grass cutting for parish church October	240.00
04/10/2016	Annual Return 2016	100.00
04/10/2016	Office Admin	210.59
01/11/2016	Office Admin	209.85
06/12/2016	Water rates	152.71
06/12/2016	Grass cuttingx2 Parish Church	160.00
06/12/2016	Grass cutting + playground check	150.00
06/12/2016	Office Admin	208.64
06/12/2016	printer & toner for chairman	416.58
03/01/2017	Electricity	133.17
03/01/2017	Cardiac arrest response seminar	175.00
03/01/2017	Office admin	204.58
03/01/2017	Logo application from EPT Services	184.60
03/01/2017	Donation re Wysall Luncheon Club	200.00
07/02/2017	Children's Christmas Party	125.00
07/02/2017	Electricity	152.78
07/02/2017	Electricity	148.07
07/02/2017	web hosting + content management	467.88
07/02/2017	Installation of hand dryers	301.11
07/02/2017	Office Admin	238.43
07/03/2017	Mole control	120.00
07/03/2017	Advert in Nottm Post	264.60
07/03/2017	Office Admin	218.04
07/03/2017	Installation of swing	1250.00
07/03/2017	Drainage repair (1st Pyt)	1385.00
04/04/2017	Electricity	101.51
04/04/2017	Office Admin	204.35
04/04/2017	Drainage repair 2ND PYT	1385.00

Wysall payment £100 plus

**WYSALL AND THORPE IN THE GLEBE
PARISH COUNCIL**

NOTICE OF CONCLUSION OF AUDIT AND RIGHT TO INSPECT THE ANNUAL RETURN

ANNUAL RETURN FOR THE YEAR ENDING MARCH 31, 2017

The Accounts and Audit Regulations 2015 (SI 2015 No.234). The Local Audit and Accountability Act 2014

1. The audit of accounts for the Council for the year ended March 31, 2017 has been concluded on August 23, 2017 by Grant Thornton.
2. The annual return is available for inspection by any local government elector for the area of the Council on application to The Clerk, Mike Elliott, at 19/21 Main Street, Keyworth, Notts. NG12 5AA between 10 am and 1 pm on Mondays to Friday (excluding public holidays), when any local government elector may make copies of the annual return.
3. Copies of the statement of accounts will be provided to any local government elector on payment of £5 for each copy of the annual return.

Mike Elliott, Clerk

September, 2017